ENCOMPASS | **Asset Management**

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Course Description

This course teaches the fundamental concepts and features of the PeopleSoft Asset Management. Participants gain an understanding of how to perform all essential Asset Transactions. Through real-life examples and hands-on activities, participants review how assets were created through Procurement integration or on-line through Asset Express Add, Asset Basic or multiple assets the Copy Asset feature. The student will also review Parent / Child asset relationships. The student will then learn how to perform Asset Transactions such as Adjustments, Transfers, Recategorizations, returning Assets to Surplus and Retiring Assets. Finally the student will obtain an understanding of the Asset Reporting Requirements.

Course Objectives

By the end of this course, participants will be able to:

- Review Assets created from Integrating via Procurement
- Create Assets through Asset Express Add and Asset Basic
- Parent / Child Assets
- Copy Assets
- Perform Physical and Financial Asset Transactions
- Asset Queries & Reporting

Chapter 1

Asset Management Overview

Chapter Overview

PeopleSoft Asset Management was designed to help you maintain physical control over your organization's assets, perform complex financial accounting, allow you to plan for your future asset needs, calculate and maintain lease information, and be central repository for complex asset information. By incorporating these functions into a single database, PeopleSoft Asset Management can reduce the associated maintenance, reconciliation, and data integrity problems.
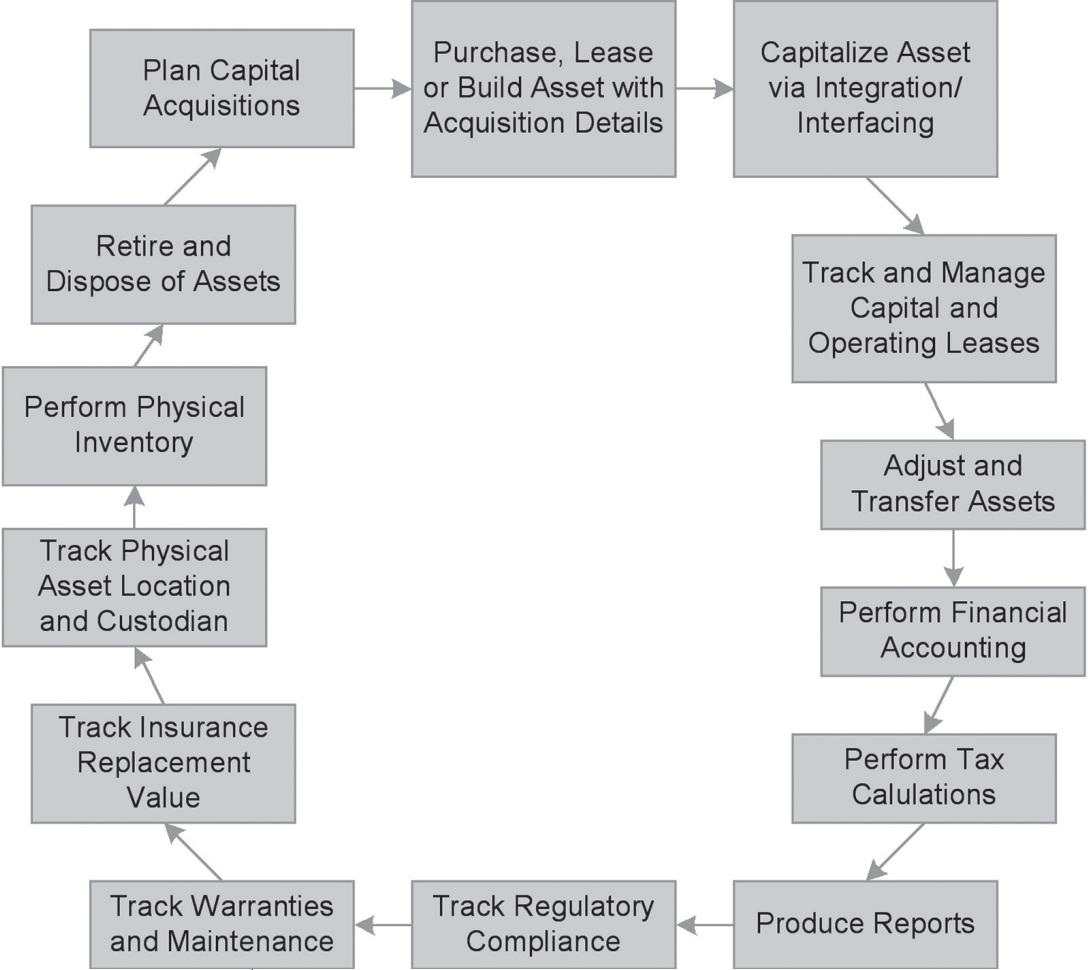
Chapter Objectives

By the end of this lesson, you will be able to describe:

- Major functions that PeopleSoft Asset Management supports
- The Asset Transaction Flow
- Integration between Asset Management and other PeopleSoft Products

1.2

Describing the Functions that PeopleSoft Asset Management Supports

This diagram depicts many of the common business processes that PeopleSoft Asset Management supports.

Plan Capital Acquisitions

Purchase, Lease or Build Asset with Acquisition Details

Capitalize Asset via Integration/ Interfacing

Retire and Dispose of Assets

Track and Manage Capital and Operating Leases

Perform Physical Inventory

Adjust and Transfer Assets

Track Physical Asset Location and Custodian

Perform Financial Accounting

Track Insurance Replacement Value

Perform Tax Calulations

Track Warranties and Maintenance

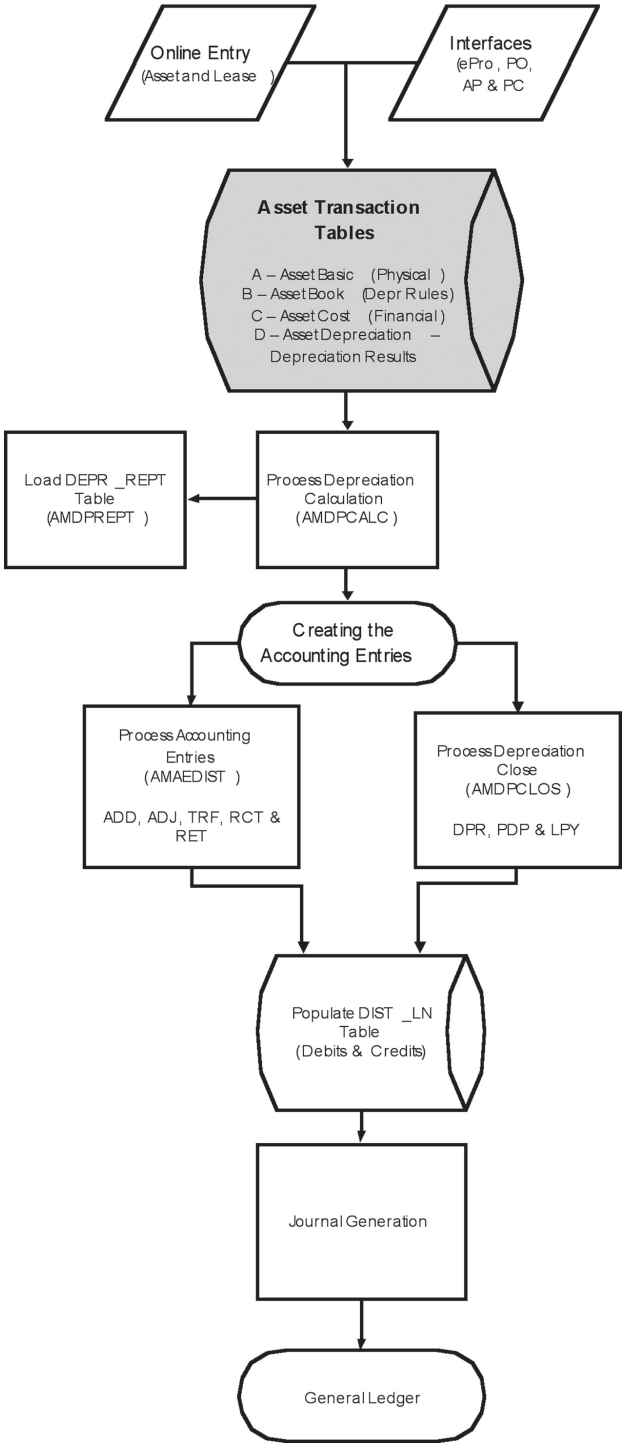Track Regulatory Compliance

Produce Reports

AMD01

The Life Cycle Diagram shows some of the more common business functions that can be supported by PeopleSoft Asset Management. PeopleSoft Asset Management is designed to be a central repository for complex asset information by maintaining a single database.

1.3

The Major Functions of PeopleSoft Asset Management:

- Reduces the need to store redundant information
- Reduces maintenance
- Provides ease of reconciliation
- Eliminates data integrity problems
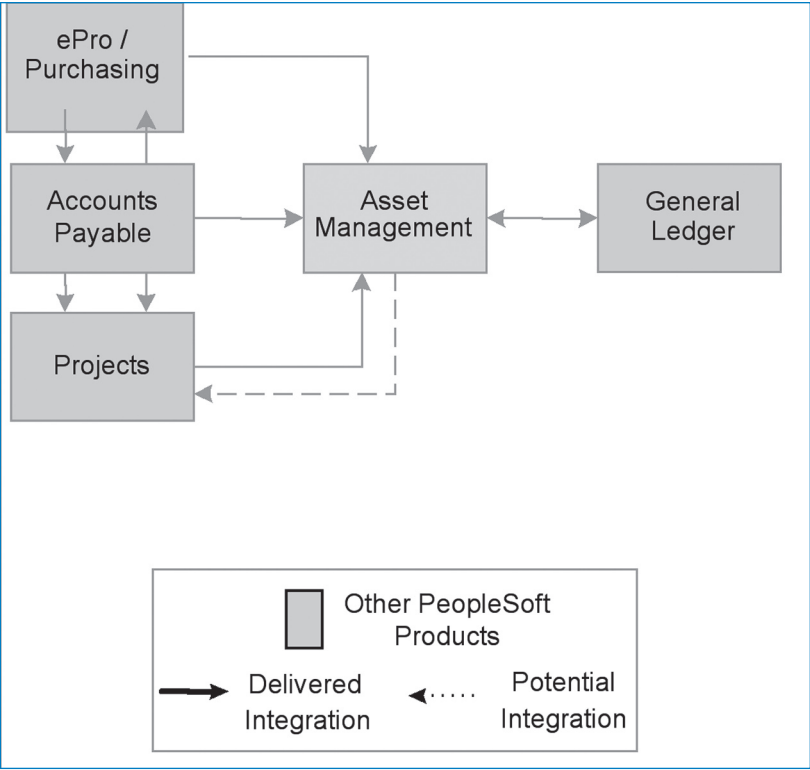
1.4

Asset Management Process Flow

Online Entry
(Asset and Lease)

Interfaces
(ePro , PO,
AP & PC

Asset Transaction Tables

A – Asset Basic   (Physical)
B – Asset Book   (Depr Rules)
C – Asset Cost   (Financial)
D – Asset Depreciation   –
Depreciation Results

Load DEPR _REPT
Table
(AMDPREPT)

Process Depreciation
Calculation
(AMDPCALC)

Creating the
Accounting Entries

Process Accounting
Entries
(AMAEDIST)

ADD, ADJ, TRF, RCT &
RET

Process Depreciation
Close
(AMDPCLOS)

DPR, PDP & LPY

Populate DIST _LN
Table
(Debits & Credits)

Journal Generation

General Ledger

AMD02

1.5

Open Transactions – Open transactions include adds, adjustments, recategorizations, retirements, and transfers (both inter and intra unit), as well as the monthly depreciation entries.

NOTE

Load DEPR RPT does not need to be run prior to AMAEDIST and AMDPCLOS unless you want to generate reports.

Describing the Integration of Asset Management with Other PeopleSoft Products

This diagram depicts the integration between PeopleSoft Asset Management and other PeopleSoft Products.

ePro /
Purchasing

Accounts
Payable

Asset
Management

General
Ledger

Projects

Other PeopleSoft
Products

Delivered
Integration

Potential
Integration

AMD03   PeopleSoft Asset Management Integration Diagram.

1.6

There are many integration points with Asset Management. General Ledger is covered in detail in the Integration with PeopleSoft General Ledger chapter. The other integration points are covered in detail in the Integration with Other PeopleSoft Products.

ePro / Purchasing – Asset Management receives non-financial cost details (manufacturer, serial numbers, location). Purchasing creates entries in the Pre-Interface table in Asset Management for assets received. This is a push from Purchasing. Pre-Interface Loader and Transaction Loader in Asset Management create assets from the entries in the Pre-Interface table created by Receiving in Purchasing. This is a pull from Asset Management.

Accounts Payable – Asset Management receives financial and non-financial cost details such as acquisition date, and cost. Accounts Payable creates entries for assets associated with vouchers in the Pre-Interface table in Asset Management. This is a push from Accounts Payable. Pre-Interface Loader and Transaction Loader in Asset Management create assets from the entries in the Pre-Interface table created by Accounts Payable. This is a pull from Asset Management.

Projects – Asset Management receives asset transaction information for capital projects and potentially, labor information for construction only when the Project has been completed. Once completion has been met, Asset Management will pull the project details through the its standard interface tables and eventually into Asset Management via the Transaction Loader process. This is a pull from Asset Management.

General Ledger – Asset Management creates entries and uses them as input to Journal Generator to create journal entries for General Ledger. This is a push from Asset Management.

Chapter 2 | # Integrating with PeopleSoft Procurement

2.1

Chapter Overview

PeopleSoft Asset Management provides several interface options for sending data to, and receiving data from, the other systems in your business that handle asset related information.

PeopleSoft Asset Management enables you to integrate information from your purchasing and accounts payables systems, if your PeopleSoft Financial Management Solutions suite includes PeopleSoft eProcurement, Purchasing and Accounts Payable.

Chapter Objectives

By the end of this lesson, you will be able to:

- List which PeopleSoft products integrate with Asset Management
- Integrate Purchasing with Asset Management
- Integrate Accounts Payable with Asset Management
- Run the Accounts Payable/Purchasing Interface
- Define asset Consolidation and Unitization
- Run the Transaction Loader process

2.2

Listing PeopleSoft Products that Integrate with Asset Management

PeopleSoft Asset Management is seamlessly coupled with other PeopleSoft financial, supply chain, and manufacturing products.
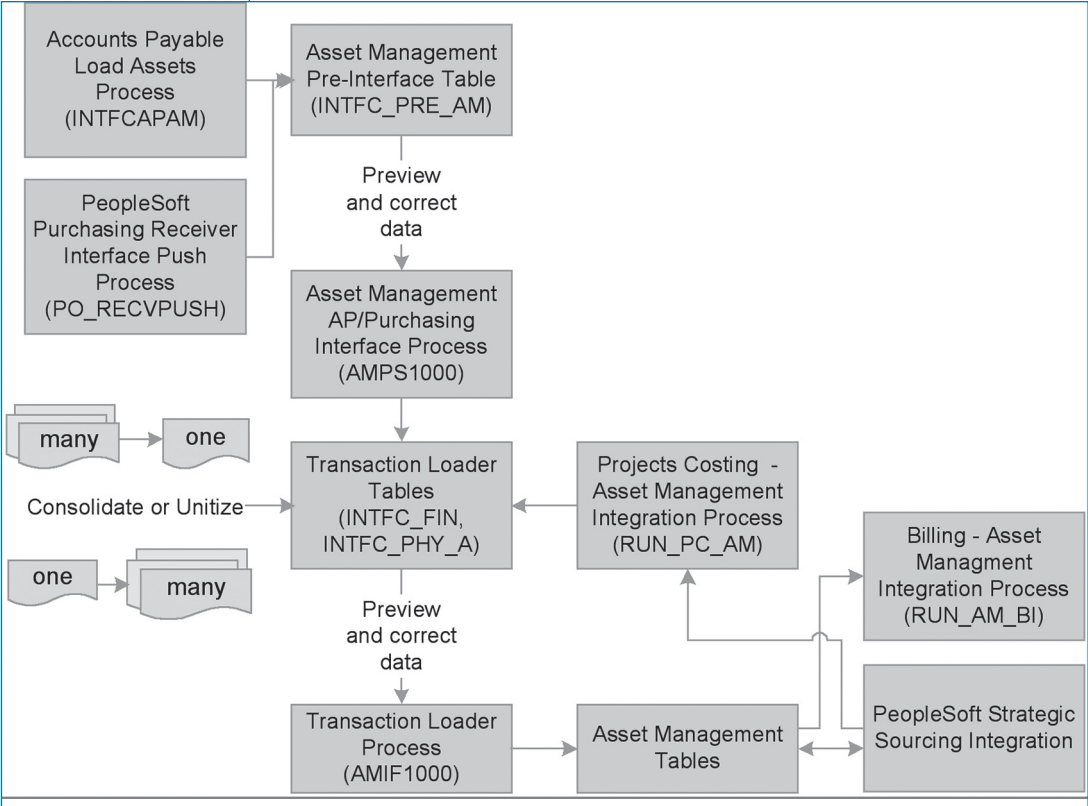
AMG04

To thoroughly use PeopleSoft Asset Management, it is important to understand the points of integration between Asset Management and other PeopleSoft products that you may have purchased.

The purpose of this lesson is to introduce other products that integrate with PeopleSoft Asset Management, with the main focus on what actually takes place in the Asset Management product.

Not all instructors teach all products included. You're not expected to go into detail about these products. If, however, you are familiar with them and want to go into more detail, feel free to do so.

2.3

Integrating eProcurement with Asset Management

PeopleSoft eProcurement enables one to add asset information when requesting items which might become an asset.

How to Get There

Use this page to specify to enter available Asset information on a requisition:

Navigation

eProcurement >> Create Requisitions >> Asset Information

AMG04 Create Requisition – Asset Information Page

Integrating Purchasing with Asset Management

PeopleSoft Asset Management enables you to add assets using existing purchase orders and receipts.

After you generate the purchase order in PeopleSoft Purchasing and the asset has been received, you will run the Receiver Interface Push process to load receiver lines into the pre-interface table (INTFC_PRE_AM).
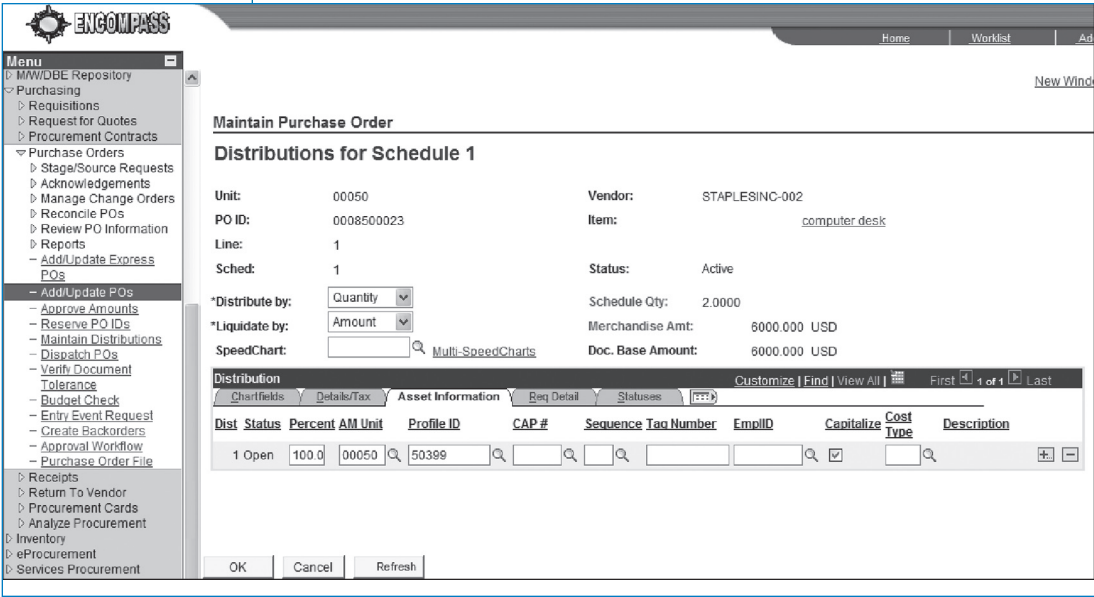
2.4

How to Get There

Use this page to specify the action that the system performs on a group of pending items, such as the posting the group or create or delete accounting entries:

Use this page to view or edit important asset information when entering a purchase order:

2.5

AMSC02   Maintain Purchase Order – Distributions for Schedule 1 page
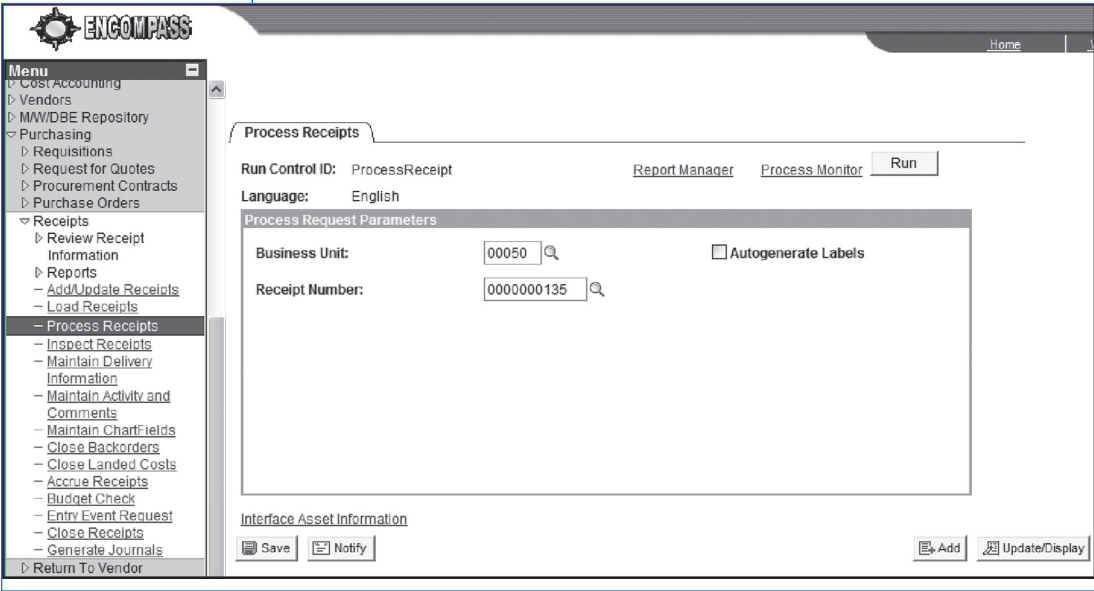
2.6

2.7

How to Get There

Use this page to specify the action that the system performs on a group of pending items, such as the posting the group or create or delete accounting entries:

Use this page to access the Process Receipts component.

AMSC03

Process Receipts page

Once you've successfully run the Process Receipts process the receipts status will indicate 'Moved.'

Integrating Accounts Payable with Asset Management

With PeopleSoft Asset Management you can add assets in mass by using existing accounts payable vouchers.

Once the voucher has been posted in Accounts Payable, the Load Assets Application Engine process (INTFAPAM) is run to populate the Asset Management Pre-Interface Loader table (INTFC_PRE_AM). The Pre-Interface Loader determines the appropriate type of asset transactions to load into Asset Management's Loader Tables, based on the voucher information by comparing it to the receiving information.
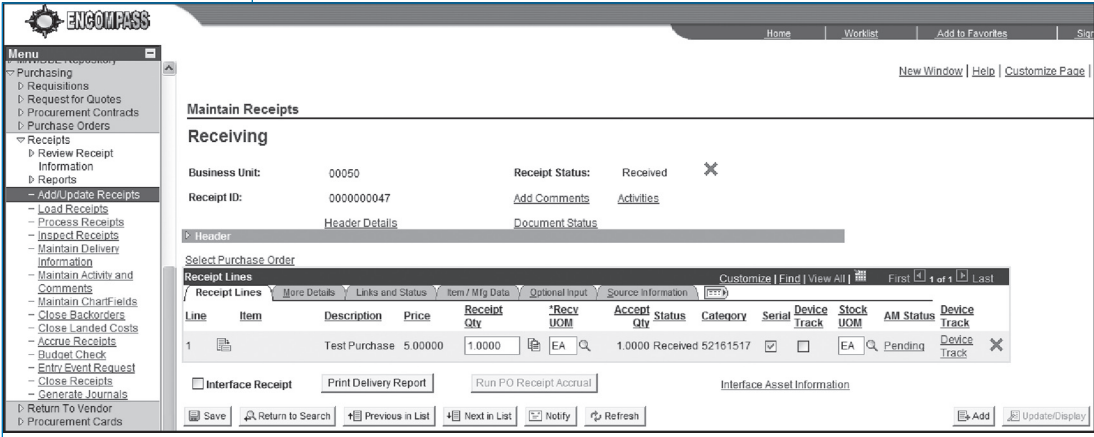
How to Get There
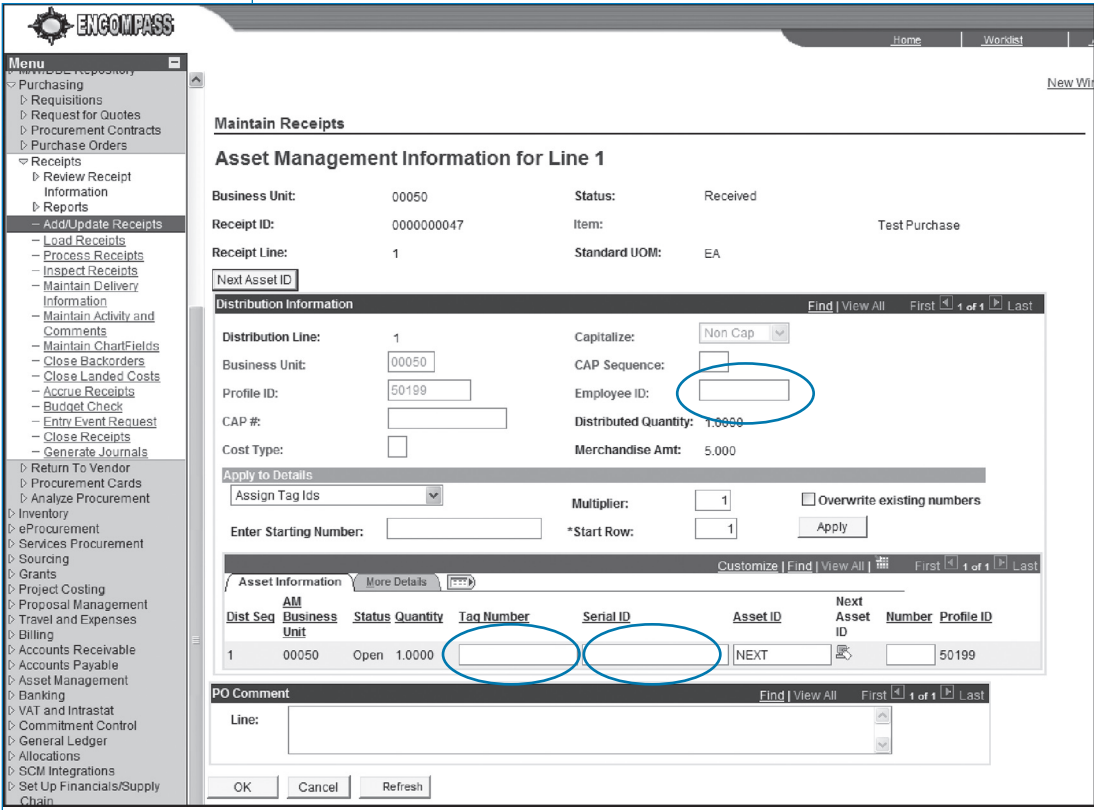
Use this page to access the Process Receipts component.

2.8

AMSC04

2.9

AMSC05   Maintain Receipts – Asset Information

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ENTAP Training

How to Get There

Use this page to view or edit important asset information about a voucher:

Navigation

Accounts Payable >> Vouchers >> Add/Update >> Regular Entry

2.10

AMSC06   Invoice Information page

How to Get There

Use this page to initiate the process to post vouchers:

Navigation

Accounts Payable >> Batch Processes >> Voucher Posting

2.11

AMSC07   Voucher Posting Request

2.12

2.13

How to Get There

Use this page to initiate the process to move the vouchers into the pre-interface tables:

Navigation
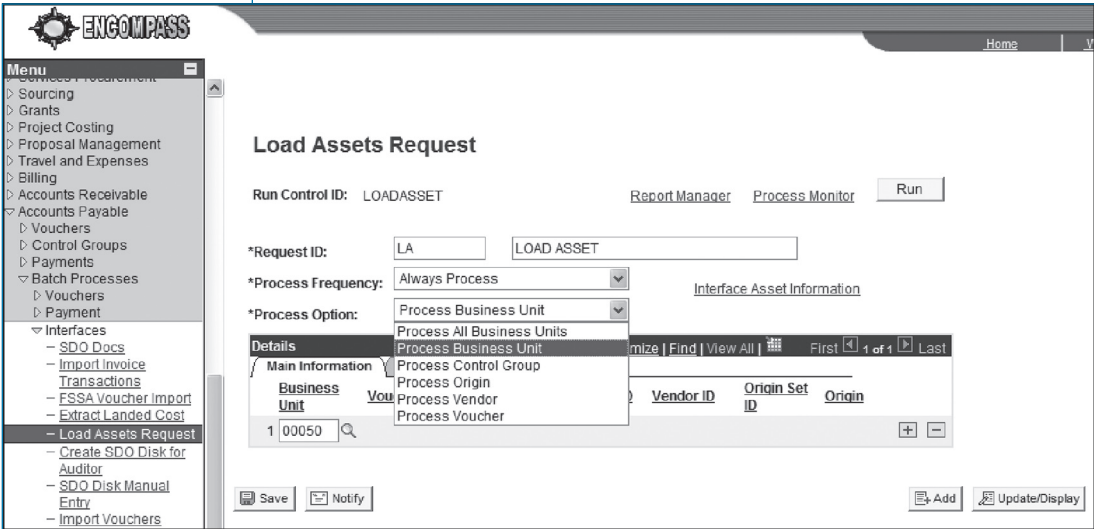
AMSC08   Load Asset Request page

Running the Accounts Payable/Purchasing Interface

Before you run the Pre-Interface Loader process, you will want to preview the data on the Pre-Interface Pre-AM table.

If necessary, correct information in the fields that are available for data entry, or set specific lines to Unapproved in the Load Approval Financial and Physical-A pages.

The AP/Purchasing Interface Process (AMPS1000) loads the Transaction Loader tables INTFC_FIN and INTFC_PHY_A. Every voucher line becomes a pending asset load transaction, with book and cost information entered automatically according to the Asset Profile ID, cost, and quantity on the voucher. If an existing asset ID is specified on a voucher, then the cost associated with that voucher will be added to the existing asset.

The final steps of the integration process for Purchasing and Accounts Payable are the same. These steps are run from Asset Management:

Step	Action
1	Preview the data in the Pre-Interface table. Make corrections as needed.
2	Run the AP/Purchasing Interface Process (AMPS1000)
3	Preview the data in the loader tables, and approve load lines.
4	Run Transaction Loader to load these transactions into the Asset Management tables.
5	Run the AP/PO process for the business unit.

AMT01

Use this page to preview data in the pre-interface table and make corrections as needed:

Navigation

Asset Management >> Send/Receive Information > Preview AP/PO Information >> Pre-AM 1:

2.14

AMSC09   Pre-AM 1 page

Use the Accounts Payable/Purchasing Interface page to run the Pre-Interface Loader. This loads the data from Purchasing and/or Accounts Payable into the Asset Management Loader tables.

Use this page to run the Pre-Interface Loader process:

Navigation

Asset Management >> Send/Receive Information >> Retrieve Info from AP/PO

2.15

AMSC10   AP/Purchasing Interface

Preview the Loader Tables to see what data will be loaded into the Asset Management tables when you run the Transaction Loader.

If you need to make changes to the data, you can do it here.

Although most records come over pre-approved, you may need to approve all pending load lines before loading them into the Asset Management tables. You can preview the information residing on the interface tables and then use the approval page to approve individual load lines if they haven't come over in the pre-approved status.

Use these pages to review and approve financial and physical information:

2.16

AMSC11   Financial Transactions page

2.17

AMSC12   Physical Transaction A page

The Interface ID identifies the interface process that populates the table. Line Num shows the row you are viewing in the table.

Select the Auto Approval Status check box if the transactions came from Purchasing, Accounts Payable, or Project Costing. If this check box is not selected, you will need to approve the load lines manually.

When the Asset ID is set to NEXT, the next asset number for your business unit will be assigned to this asset when you run the Transaction Loader.

INTFC_FIN displays financial information and associated ChartFields one row at a time. This is the data that the Transaction Loader will use to populate the Asset Management tables. Review it and change anything that is not correct.

2.18

2.19

Consolidating and Unitizing Assets

PeopleSoft Asset Management enables you to consolidate or unitize financial or physical asset load lines.

You may have one line that actually represents several different assets; or, another example, you may pay for 10 computers with one voucher line

If you run the AP Interface without unitizing, this voucher line becomes one pending load line for one asset, quantity of 10. In order to generate several assets, you first need to unitize the single load line into several distinct ones. Then, when you run the Transaction Loader, each load line will generate one asset, that is, 10 assets will be created each having a quantity of one.

Use these pages to view detailed information for the load line you select in the search dialog:

AMSC13   FROM Asset page

Use this page to specify the details for the proportional unitization defaults:

AMSC14   Proportional Unitization Defaults page

2.20

2.21

Use this page to define individual assets you want this load line unitized into:

Navigation

Asset Management >> Send/Receive Information >> Load Transactions >> Unitize Assets

AMSC15   TO Assets page

Running the Transaction Loader Process

The Transaction Loader reads data staged in the loader tables and populates the PeopleSoft Asset Management tables with the new asset information.

Use the Transaction Loader whenever the loader tables have been populated as a result of integration with other products, conversion from a previous fixed asset system, or to complete data updates processed by a mass change or physical inventory.

Use this page to initiate the Transaction Loader process:

Navigation

Asset Management >> Send/Receive Information >> Load Transactions >> Load Transactions into AM

AMSC16   Run Transaction Loader page

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Issue Date: 11/28/2007

2.22

Use this page to add asset's basic information manually, or add or change existing asset information:

AMSC17   Asset Information page

2.23

AMSC18   Asset Basic – Asset Acquisition Detail page

2.24

AMSC19 Interfaces Info . . . page

Chapter 3 | # Adding Assets

Chapter Overview

In this chapter the student will explore all the ways of adding assets. Asset Management stores two types of asset information: financial and physical. Financial information includes cost, books, depreciation method and convention, life, and so on. Physical information includes such things as tag number, specifications, location, custodian, and manufacturer. How your asset receiving is set up will determine what type and how much information you enter when the asset is added.

Asset Management gives you two ways to add assets online. You can use Express Add – add them using asset profiles to default book and depreciation information. This approach is quick and efficient; you enter only the most critical information, and assets are automatically capitalized. Basic Add is the other way to add assets online. It enables you to enter and adjust assets with the maximum amount of both financial and physical detail.

Please note that because of details in the full functionality the preferred method for adding assets is to use Basic Add.

3.1

Chapter Objectives

By the end of this lesson, you will be able to:

- Describe the A, B, C, and D tables used in PeopleSoft Asset Management
- Add assets using Express Add
- Add assets using Basic Add (Asset Basic Information)
- Copy Assets
- Update an Asset's Physical Attributes
- Use the Asset Search Utility

Describing the A, B, C, and D Tables

This diagram depicts the flow of an asset transaction through PeopleSoft Asset Management:

Asset Management Process Flow
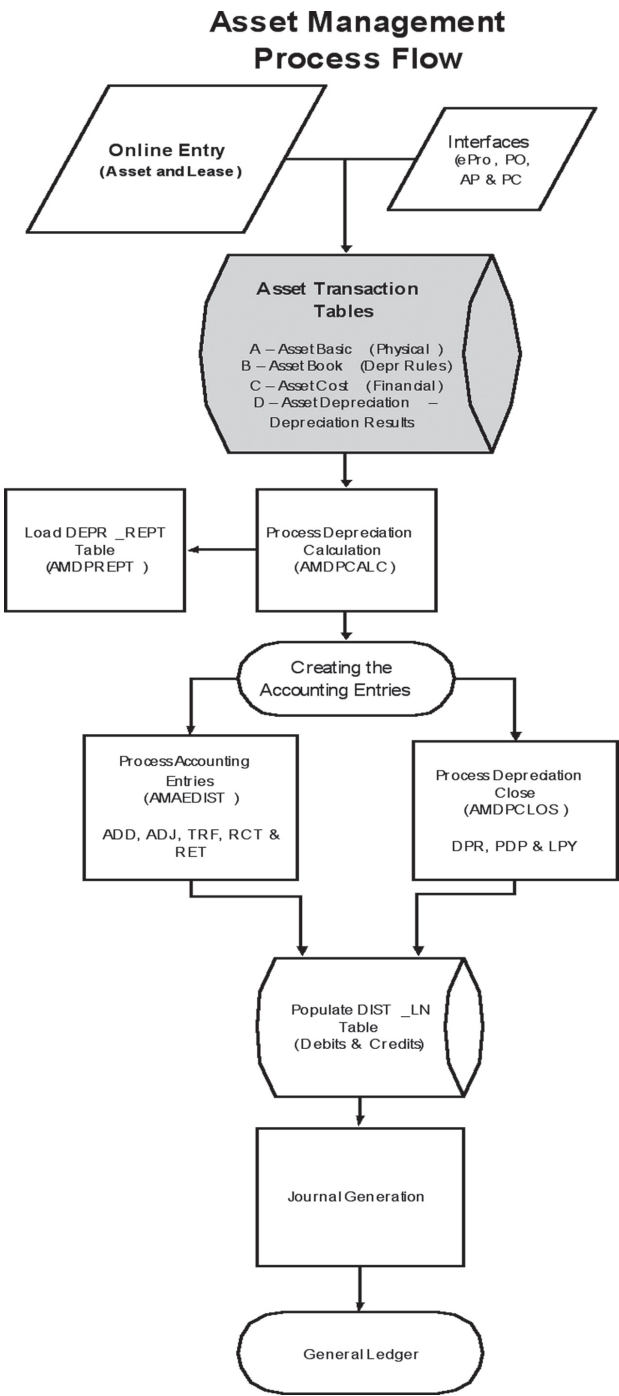
AMD05

The Asset Transaction Flow diagram was introduced in the Product Overview lesson. Now the user is ready to add assets on-line to create open transactions that will populate the AM Transaction Tables.

Open transactions include adds, adjustments, recategorizations, retirements, and transfers (both inter and intra unit), as well as the monthly depreciation entries.

The A, B, C, and D tables in PeopleSoft Asset Management store the critical asset information.

When an asset is added to your Asset Management system the following four databases are updated.

Component	Table	Navigation to View	Description
Asset Basic Information	**A**sset	Asset Management, Owned Assets, Basic Add	Physical information (non-financial) such as Description, Custodian, Location & Tag Number
Asset Book Definition	**B**ook	Asset Management, Owned Assets, Asset Book Information, Define Depr Criteria	Depreciation Rules, such as Method, Life, In Service Date, Convention
Asset Cost Adjust/ Transfer	**C**ost	Asset Management, Financial Transactions, Cost Adjust/Transfer, Asset	Financial information such as Cost, Quantity, ChartFields, Category
Asset Depreciation	**D**epreciation	Asset Management, Review Cost/Depr Activity, Asset Depreciation	Results of depreciation such as Accumulated Depreciation and Depreciation Adjustments
Any activity to the tables above (A, B, or C) creates Open Transactions. Running Depreciation (AMDPCALC) updates the table shown below (D):			

AMT01

3.2

3.3

State of Indiana Policy

The State of Indiana requires three additional fields for all assets $500 and over and at the time of receiving. These are Tag Number, Location and Custodian. Other primary fields include Asset Profile, Asset Type, Asset Category, Description, Acquisition Date and Amount. Let's discuss these first three below.

1) **Tag Number:** This Agency specific field is numeric. The first three fields in the Tag Number are derived from the Agency Unit ID. Note that PeopleSoft calls the Agency ID a Business Unit. Therefore, the Auditor of State (AOS) which has the Agency ID of 00050 will have tag numbers that begin with 050, the last three characters of the Agency ID. Tag Number: These are six (6) numeric digits corresponding to the bar code tag number affixed to the asset. Do not include the first three numbers of the bar code tag number if this is your agency number. If your tag number after your agency number is only five digits, then add a zero to the beginning of the tag number to make it six.

Tags may be purchased through Label Tech, 1100 East Seymour St., Muncie, IN 47302. Phone: (765) 747-1234 or 1-800-359-2155.

AMSC20

3.4

3.5

2) **Custodian:** The custodian is the person that guards or protects an asset. For an automobile, this person would be the primary driver of the vehicle. While there could be multiple choices of custodians for a building. When possible, select the custodian from the EMPLID table. If not available, the standard PeopleSoft naming convention will be listed as Last name, First name. There is no space between the names. There are no initials in between the two names. PeopleSoft allows multiple custodians on the same effective date. Please note that if the custodian is unknown at the time of receiving, then the Asset Manager needs to be used as a temporary custodian.

AMSC21

3) **Location:** A seven (7) digit alpha numeric field that tells the location of the asset. The location is agency defined   it can be room numbers, buildings, part of an address, etc. This is a required field for all adds and retirements. The first three characters of the location represent the Agency ID. Each asset may have multiple locations on the same effective date. Please note that if the proper Asset Location does not exist, GMIS must be contacted to add the proper details into PeopleSoft.

AMSC22

3.6

3.7

State of Indiana Policy

8.2   Internal Control

Agency personnel are responsible for accountability for all assets under their control, including capital assets. Adequate asset management staff should be assigned to recording and maintaining, on the ENCOMPASS financial system, a complete list of all capital assets with a cost greater than $500. Controls should be in effect to assure that additions, disposals, and transfers to other departments or agencies are recorded timely. Inventories of these assets should be performed each year in each department and compared to the ENCOMPASS listing. Results of inventories should be retained for audit purposes.

Capital assets with a cost $500 or less may be included in ENCOMPASS Asset Management at the agency's option.

8.2.1   Financial Reporting – State CAFR

The State Comprehensive Annual Financial Report (CAFR) is compiled and audited each fiscal year. This report is vital to the State's bond rating and must be prepared in accordance with generally accepted accounting principles (GAAP), which requires capital assets to be included at cost (or estimated cost) and depreciated over the useful life of the asset. In order to obtain this financial information, each agency must maintain certain required information in the asset module of ENCOMPASS.

8.2.1.1 What are capital assets?

As defined in GASB 34, capital assets include all of the following, assuming a useful life of greater than one year:

- Land (including right of way, easements)
- Improvements to Land
- Infrastructure (roadways, bridges, etc.)
- Buildings
- Improvements Other than Buildings
- Transportation Equipment
- Machinery and Other Equipment
- Construction in Progress

8.2.1.2 Capital Asset Policy

The capital asset policy for Indiana State Government, which includes details of capitalization and depreciation, is maintained by the Auditor of State and can be found in this chapter, Appendix 8.5.1 or at www.in.gov/aos.

3.8

3.9

Asset Profiles

Listed below is a currentlisting of all Asset Profiles used by the State of Indiana.

101 LAND		
10101 Land		10102 Right of Way

151 IMPROVEMENT TO LAND		
15101 Well	15105 Water System`	15109 Utility – Gas
15102 Septic System	15106 Streets	15110 Utility - Water
15103 Sewer System	15107 Sidewalks/Curbs	15199 Misc Imprv. to Land
15104 Landscaping	15108 Utility – Electrical	

161 ANTIQUES		
16101Antiques/ Inexhaustible ollec.		

301 BUILDINGS		
30101 Building Office	30116 Education	30131 Fire Station
30102 Garage	30117 Kitchen/Dining/Laundry	30132 Gate House
30103 Storage (Other Than Salt)	30118 Power House	30133 Barber Shop
30104 Lab Test Building	30119 Water/Sewage Plant	30134 Farm Buildings
30105 Shop	30120 Greenhouse	30135 Bakery
30106 Weigh Station Building	30121 Armory	30136 Mill (Feed or Saw)
30107 Rest Area Building	3012 Bath House	30137 Pump House
30108 Gas House	30123 Concession	30138 Paint Shed (Coal)
30109 Salt Storage	30124 Fish Hatchery	30140 Lab Test Building
30110 Unit Building	30125 Historical Building	30142 Refrigeration Building
30111 Hospital (Infirmary)	30126 Hotel, Motel, Inn	30143 Coal Bunker
30112 Residential	30127 Apartment House	30144 Multi-Purpose Building
30113 Dorms/Cottages	30128 Warehouse	30145 Incinerator Building
30114 Recreation	30129 Cell House	30199 Miscellaneous Building
30115 Chapel	30130 Industrial Complex	

351 IMPROVEMENTS TO BUILDINGS		
35101 Doors and Windows	35110 Painting	35118 Coal Conveyor
35103 Roof/Waterproofing	35111 Land Washing Facility	35119 Insulation
35104 Air Conditioning, Heating	35112 Boiler Replacement	35120 Imprv Water/Sewage
35105 New Wings, Rooms	35113 Pool	35122 Fire Alarm System
35106 Remodeling	35114 Elevator	35123 Septic System
35107 Electrical	35115 Fire Escape	35124 Air Handling Unit
35108 Exterior Lighting	35116 WaterTemp, Regulator	35125 Bell System
35109 VentSys-Kitchen,BoilerRoom	35117 Repair Coal Bunker	35126 Flight Deck
		35199 Misc.Imprv to Bldg`

3.10

3.11

401 STRUCTURES OTHER THAN BUILDINGS		
40101 Water Tower	40112 Shelter, Picnic	40123 Amphitheater
40102 Wall & Perimeter Structure	40113 Pool	40124 Bridge
40103 Tunnel	40114 Radio Tower	40125 Boat House
40104 Sewage Dump Station	40115 Sewage Lift Station	40126 MobileHome(Stat./Mobile)
40106 Boat Dock	40116 Ball Court or Field	40127 Statutes
40107 Control, Entry Gate	40117 Fence	40129 Fish Ladders
40108 Garage, Residential	40118 Fishing Pier	40130 Hatchery Ponds
40109 Diving Platform	40119 Toilet	40131 Fish Cleaning Stations
40110 Fire Tower	40121 Shooting Shelter	40199 Salt Storage Racks
40111 Barn	40122 Ramps	
402 DOCKS		
40201 Dock – Dolphins	40202 Dock – Fenders	40203 Pier/Dock
403 HARBORS		
40301 Harbors		
404 IMPROVEMENTS TO HARBORS		
40401 Harbor Fill Materials	40402 Harbor Protective Coating	40403 Harbor RipRap
405 & 406 HARBOR MOORING CELL		
40501 Harbor Mooring Cell	40601 Harbor Mooring Cell Improvement	
451 IMPROVEMENTS TO STRUCTURES OTHER THAN BUILDINGS		
45101 Painting	45107 New Additions	45113 Fire Alarm Systems
45102 VentSys-Kitchen,BoilerRm	45108 Electrical	45114 Water Treatment
45103 Irrigation System	45109 Exterior Lighting	45115 Aggregate/Paved Surface
45104 Sidewalks & Steps	45110 Fencing, Security	
45106 New Roof	45111 Septic System	
501 OFFICE EQUIPMENT		
50104 Calculators	50115 Shredder	50128 Laminator
50105 Cash Register	50116 Tape Recorder	50129 Telecopier
50106 Check Writing Machine	50117 Typewriter	50132 Employee Lockers
50107 Copy Machine	50120 Date/Time Stamp	50133 Intercom System
50108 Dictating,Transcribing Equip	50121 Copy Machine Counter	50135 Time Clock – Key
50109 Fans	50122 Electric Letter Opener	50136 Bulletin Board
50110 Mail Processing Equipment	50124 Binding Machine	50150 Hole Punch
50111 Paper Cutter	50125 Word Processor	50151 Car Phone
50112 Printing Equipment	50126 Rotary Files	50199 Miscellaneous Off Equi
50114 Safe	50127 Phone Equip/Fax/Telex	

502 HOUSEHOLD, KITCHEN, AND LAUNDRY		
50201 Beds	50222 Ironers	50254 Carts
50202 Chairs	50223 Extractor – Water	50256 Kettle
50203 Dehumidifier	50224 Floor Scrubber	50258 Drink Dispenser
50204 Dishwasher Equipment	50226 Ice Maker	50259 Boiler
50205 Disposal	50227 Potato Peeler Machine	50261 Hood (Canopy)
50206 Food Slicer	50229 Kitchen Steamer	50262 Kitchen Units
50207 Freezer	50230 Waxer Buffer	50264 Stove (Wood)
50208 Heaters	50231 Water Softener	50266 Meat Grinder, Hobart
50209 Humidifier	50234 Popcorn Machine	50267 Kitchen Cabinet
50210 Incinerator	50235 Electric Cutters	50270 Folder
50211 Mixer or Small Appliances	50236 Hot Cart	50272 Dry Cleaning Equipment
50213 Oven (All Types)	50237 Grill	50273 Household Cleaners
50214 Range	50241 Coffee & Tea Maker	50274 Laundry Equipment
50215 Refrigerator	50243 Scales	50280 Griddle
50216 Tables	50247 Toaster	50281 Microwave
50217 Tables Dining	50249 Sink	50283 Serving Pans
50218 Television	50250 Large Appl (French Fryer)	50285 Vat
50219 Vacuum Cleaners	50251 Food Warmer	50286 Shelving
50220 Washers	50252 Steam Units	50299 Misc Household, Kitchen
50221 Dryers	50253 Fry Saver	
503 OFFICE FURNITURE		
50301 Bookcases	50310 Credenza	50319 Shelving Unit
50302 Chairs	50311 Shelf	50320 Podium
50304 Desks	50312 Sofa	50323 Wall Partition
50305 Files	50314 Modular Work Station	50325 Cart
50307 Storage Cabinet	50316 Carpet	50326 Bulletin
50308 Table50308 Table	50318 Lektriever	50399 Misc Office Furniture
505 AUTOMOBILES		
50501 Automobiles	50502 Pursuit Device	
506 STA WAGON/CARRY ALLS		
50601 Auto	50604 Twelve Passenger	50607 Ambulance
50602 Bus	50605 Vans	
50603 Four Wheel Drive	50606 Carry All	
507 PICK UP TRUCKS		
50701 1/2 Ton Truck	50702 Truck with Cab	50703 Pickup Truck Cap

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508 MED/ HEAVY TRUCK/TRLRS		
50801 3/4 Ton Pick Up	50805 Other	
50802 1 Ton Pick Up	50808 1 1/2 Ton	50807 1979 Chevy 1 Ton Flatbed #1490
50803 1 Ton Dump	50809 Truck Refrigeration Unit	
50804 1 Ton Flat Bed	50810 Semi Trailer/Tractor	
509 GRADERS		
50902 Self Propelled	50904 Highway Grader	
50903 Grader Blade	50905 Agricultural Grader	
510 MOWERS		
51001 Brush Cutter	51005 Trimmer	51010 Leaf Blower
51002 Edger	51008 Other Attachments	
51004 Rider	51009 Mower	
511 TRANSPORTATION EQUIP		
51101 ATV	51107 Battery Operated Trucks	51199 Misc Transportation Equip
51105 Tucker Sno-Cat Groom	51109 Flail	
51106 Trailer	51110 Striping Machine	
512 SNOW PLOWS AND SCRAPERS		
51201 Snow Plow	51203 Snow Blade	
51202 Snow Blowers	51299 Misc Snow Plow/Equip	
513 CONSTRUCTION AND ENGINEERING EQUIPMENT		
51301 Anvil	51310 Backhoe	51319 Planner Used for Lumber
51303 Crane	51311 Transit	51321 Excavator
51304 Earthmover	51312 Bulldozer	51322 Warning Signs
51305 Fork Lift	51313 Other Equip Attachment	51323 Pay Loader
51306 Front End Loader	51314 Cement Equipment	51324 Stump Cutters
51307 Post Hole Digger	51315 Distance Measure	51399 MiscConstruct/Engineer
51308 Scaffold	51317 Plotter Stereo	
51309 Tractor	51318 Trencher	
514 BUILDING AND PLANT		
51401 Alarm System	51411 Emergency Lights	51424 De-Aerator
51402 Central Air Conditioner	51412 Boiler	51425 Water Softener
51404 Fork Lift	51413 Air Compressor	51431 Ventilation Systems
51405 Furnace	51416 Water Pump	51432 Regulator
51406 Generator	51417 Air Lift	51438 Chemical Tank
51407 Pump	51420 Sewage Grinder	51439 Shelving
51409 Transformer	51421 Conveyors	51442 Hydraulic Sewage Cleaner
51410 Water cooler	51422 Water Heater	51499 Miscellaneous

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515 MANUFACTURING EQUIPMENT		
51503 Saw Mill	51517 Tailoring Equipment Sewing	51524 Food Processing Equip
51512 Furniture Equipment	51518 Highway Sign Equipment	51599 Miscellaneous
51513 Sealer Machine	51519 Soap Making Equipment	
51516 License Plates	51521 Print Shop Equipment	
516 DESIGN AND LOCATION ENGINEERING EQUIPMENT		
51601 Drafting Equipment	51602 Blueprint Machine	51603 Survey
517 ENGINEERING TESTING EQUIPMENT		
51701 Geology Equipment	51708 Augur	51710 Safety/Hazard Test Equip
51707 Equipment Cleaner	51709 Specialized Equipment	
518 PAVING MAINTENANCE EQUIPMENT		
51801 Roller	51804 Paver, Bit	51808 Pavement Test Equipment
51802 Sweeper	51805 Jackhammer	51809 Road Crk/Joint Seal Mach
51803 Tar Pot	51806 Mud Jack	51810 Line Marker
520 Traffic Counters		
52001 Traffic Counter	52003 Detector (Traffic)	52005 Recorder
521 MEDICAL AND LABORATORY EQUIPMENT		
52101 Centrifuge	52128 Distillery Still	52157 Geiger Counter
52102 Microscope	52129 Pharmacy Equipment	52163 Field and Test
52104 Hospital Bed	52130 Scales	52164 Biological
52105 Wheelchair	52131 Optical Equipment	52174 Biochemistry Lab Equip
52116 Oxygen Equipment	52132 Table (Exam)	52175 Clinical Lab Equipment
52117 X ray Equipment	52133 Electroencephalograph	52176 Speech/Hearing Equip
52119 Autoclave	52134 Sterilizer	52180 Ultra Violet Light
52120 EKG Machine	52135 Blood Test Equipment	52194 Dressing/Utility Cart
52121 Chromatograph	52136 Therapy Equipment	52195 Medical Locker
52122 Spectrophotometer Equip	52137 Dental Equipment	52196 Thermometer
52124 Incubator	52156 Meters	52197 Defibrillator Monitor
		52199 Miscellaneous
522 EDUCATIONAL EQUIPMENT		
52202 Projector	52213 Video Equipment	52231 Engraver
52203 Chalk-Board	52214 Slide Set	52236 Vocational Equipment
52204 Braille Writer	52216 Films	52237 Teaching Machine
52205 Tape Recorder	52217 Electronic Trainers	52239 Transmitter - Mike
52207 Tape Reader	52218 Binoculars	52241 Display Case
52208 Video Monitor	52220 Mannequin (Training)	52245 TV / VCR
52212 TV Camera	52223 Densitometer	52299 Miscellaneous

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523 RECREATIONAL EQUIPMENT		
52303 Playground equipment	52311 Basketball Goal	52325 Weight machine
52305 TV	52312 Musical Instruments	52338 VCR
52306 Record Player – Stereo	52317 Venetian Blinds	52341 TV/VCR combo
52307 Pool Table	52319 Striking Bags	52399 Misc Recreational Equip
526 TRACTORS		
52600 Tractors	52602 Garden Tractor	52607 Mule
52601 Farm Tractors	52606 Tractor Attachments	
527 REST AREA EQUIPMENT		
52701 Display Cases	52702 Office Furniture	52704 Vending Machines
528 AIRCRAFT		
52801 Aircraft	52802 Aircraft Engines	
529 SPREADERS		
52901 Spreader		
530 RADIO EQUIPMENT		
53001 CB Radio	53012 Short Wave Equipment	53217 Bagger
53003 Radar Speed & Distance	53013 Frequency Counter	53022 Auto Call Dist. Equip
53005 Consoles Base Station	53014 Oscilloscope	53025 Radio
53006 Amplifier	53015 Power Supply	53027 Walkie Talkie
53007 Converter	53016 Field Meter	53028 Pager
53008 Scanner	53017 Monitor	53029 Radio Mobile Unit
53009 Weather Monitor	53019 Camera Control Unit	53040 Misc Radio/Tele Equip
53010 Battery Charger	53021 Telephone Equipment	
531 WINDOW AIR CONDITIONER		
53101 Window Air Conditioner		
532 AGRICULTURAL EQUIPMENT FOR FIELD CROPS		
53201 Bins	53208 Rake	53219 Wagon
53202 Agricultural Disc	53210 Chemical Applicator	53222 Drill (Grain)
53203 Harvester	53211 Cultivator	53223 Feed Mixer
52305 Planter	53213 Shredder	53299 Misc Ag Equip Field Crops
53206 Plow	53214 Sprayer	
53207 Pump	53216 Chopper	
533 OTHER FARM EQUIPMENT		
53302 Roto Tiller	53306 Combine	
53303 Sod Cutter	53999 Misc.Farm Equipment	

3.15

534 BOATS, MOTORS AND OTHER MARINE		
53405 Inboard Motor	53409 Outboard Motors	53414 Row Boat - Wood
53406 Marine Generator	53412 Row Boat - Fiberglass	53499 Misc Boat & Motor Equip
53407 Other Boats	53413 Row Boat - Metal	
536 WEAPONS AND RELATED RIOT CONTROL EQUIPMENT		
53601 Pepper/Fogger	53609 Portable Target System	53699 Misc Safety/Police Equip
52602 Revolver	53611 Handcuffs	
53607 Metal Detector	53614 X-Ray Security System	
537 WEIGH STATION EQUIPMENT		
53701 Scales		
538 LANDSCAPING EQUIPMENT		
53802 Lg. Landscaping Equipment		
539 SHOP EQUIPMENT		
53902 Buffer Polisher	53924 Tire Changer	53962 Roto Rooter Marpack
53903 Drill	53928 Air Cleaner	53964 Wheel Aligner
53904 Drill Press	53929 Paint Sprayer	53968 Die and Tap Set
53905 Hydraulic Jack or Lift	53930 Tool Chest	53969 Tank (Below Ground)
53906 Lathe – Metal	53931 Engine Analyzer	53970 Gas Pumps
53908 Metal Detector	53934 Ladder – All types	53971 Tank (Above Ground)
53909 Misc Testing Equipment	53937 Chain Hoist	53972 Air Operated Tools
53911 Sander	53938 Lube Gun	53976 Hydraulic Press
53913 Saws, Power	53942 Freight Dolly	53979 Pallet Truck
53915 Welder	53946 Fork Lift	53980 Metal Shears
53916 Electric Shears	53948 Wheel Balancer (tire)	53982 Misc. Tools
53918 Sewer Auger	53949 Key Making Machine	53994 Heat Gun
53920 High Pressure Water Clnr	53950 Blower	53997 Milling Machine for Metal
53921 Grinder	53952 LP Gas Tanks	53999 Misc Shop Equipment
53922 Battery Charger	53953 Hydraulic Bender	
53923 Wrench Torque	53957 Generator	

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3.17

540 MAIN FRAME COMPUTERS AND PERIPHERAL DEVICES		
54002 Cassette Reader	54018 Multiplexor Board	54037 Reproducing Equipment
54003 Central Processing Unit	54020 Controller 657	54044 Micro Computer
54004 Disk	54021 Memory	54045 Data Line Tester
54005 Disk Drive	54022 Switching Unit	54046 Battery Back up
54007 Key Punch/Card Punch	54024 Teletype Terminal	54047 Communication Controller
54008 Key Verifier	54027 Console	54048 Ethernet System
54009 Printer	54028 Power Dist. Unit	54049 Backup System
54010 Print Controller	54029 Multi Communications Unit	54050 Terminal Server
54012 Tape Controller	54030 Card Reader	54051 Network Equipment
54013 Tape Drive	54031 Card Reader Punch Unit	54055 Midrange I/O Device
54014 Data Terminal	54032 Modem	54099 Misc Mainframe Equip
54015 Module Video Support	54034 Mini Computer	
54017 Controller 658	54036 Sorter	
54101 35mm SLR	54109 Projector	54117 Lens
54102 35mm Other	54111 Video Equipment	54118 Movie Camera
54103 Developing Tank	54114 ID Camera	54119 Visual Equipment
54105 Microfilm Camera	54115 Camera	54199 Misc Camera Equipment
54108 Polaroid Camera	54116 Photo Enlarger	
54204 Oxygen Tank	54217 Sound Level Meter	
54210 Fire Control System	54299 Misc. Fire Fighting Equip	
543 TRASH DUMPSTER		
54301 84 GMC Bridadier Comm		
544 MICRO FORM, READER AND REPRODUCING EQUIPMENT		
54401 Reader	54402 Reader/Printer	54406 Camera
553 SOFTWARE		
55303 Software-mainframe Apps	55325 Software Storage	55335 Software-Midrange Ops
55305 Software-mainframe Ops	55334 Software-Midrange Apps	
55401 PC System Unit	55408 PC Plotter	55418 PC External Disk Drive
55402 PC Keyboard	55409 PC Internal Upgrade	55419 CPU Unit
55403 Laptop/notebook	55411 PC Internal DiskDrive	55420 External Expansion Unit
55404 PC Monitor	55413 PC Memory Expansion Bd	55422 Other PC Equip
55405 PC Printer	55415 PC Modem – External	55450 Storage Server
55406 PC DotMatrix Printer	55416 PC Peripherals	55451 Storage Server – I/O Dev
55407 PC Laser Printer	55417 PCConn Overhead Disp	

601-609 INDOT INFRASTRUCTURE USING MODIFIED APPROACH		
60100 Interstate Roads	60400 Interstate Bridges	60700 St Institution/Prop Roads
60200 NHS Roads	60500 NHS Bridges Non Interstate	60800 St Institution/Prop Bridges
60300 Non NHS Roads	60600 Non NHS Bridges	60900 Work in Progress
614-617 DNR INFRASTRUCTURE USING DEPRECIATION APPROACH		
61400 Dams	61601 Railroad Rehab	61602 Railroad Crossing
61501 Railroad	61602 Railroad Signs and Equip	61701 Ports Commission Sts.

AMT02

Adding Assets Using Express Add

The State of Indiana requires that Assets be acquired through the procurement applications. Therefore, the only time that assets will be added through the Asset Management module would be when assets have been donated to the State, or for data entry in order to reconcile back to the Agency's financial books (General Ledger).

This diagram depicts the steps involved in adding an asset using the Express Add component:

Invoice → **Express Add** → **Asset Addition** Asset ID, Cost, Acquisition Date, Profile Defaults, Capitalize, Tag Number, Custodian & Location
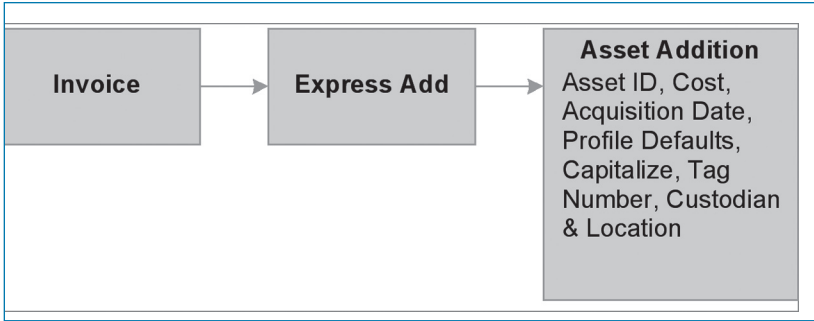
AMD06

How assets are entered will be determined by the asset entry workflow. Perhaps assets are entered when the financial paperwork has been received. In this case, Express Add may the proper choice to add the asset. This option enables the asset to be entered with detailed cost information and little or no physical information. Depreciation can begin to accrue as soon as the asset has been added. Later on physical information can be added in Basic Add that is needed to properly track the asset.

Adding assets using Express Add is quick and efficient:

- Express Add enables you to add owned assets quickly and efficiently.
- Assets added with Express Add are capitalized automatically, and most of the information in the pages can be defaulted from an asset profile.

Additional Notes

The Express Add component is comprised of three pages:

- Cost/Asset Information page
- Depreciation Information page
- Tax Information page – the State has NO Tax considerations.

Express Add also enables you to enter accumulated depreciation for assets. Use the Cost/Asset Information page to enter information about how an asset will be capitalized.

3.18

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3.20

3.21

How to Get There

Use this Use this page to add assets using Express Add:

Navigation

Asset Management >> Owned Assets >> Express Add >> Cost/Asset Information

AMSC23   Cost/Asset Information page

Once you save this page, you cannot continue to add or change information in this component. You must go to the Asset Cost Adjust/Transfer page or the Asset Basic Information pages to make non-financial changes.

NOTE

PeopleSoft Express Add has been configured so that assets with values over $500 all require a Tag Number, Location and Custodian. PeopleSoft will accep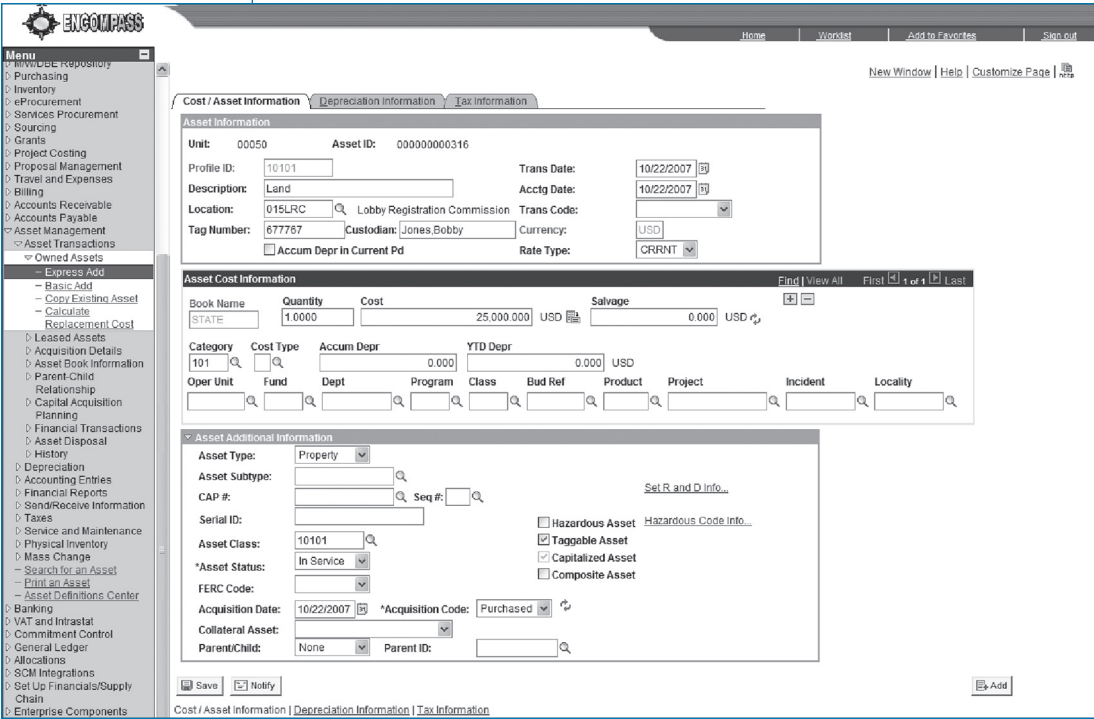t transactions missing any combination of the three required fields for potential assets costing less than the $500 threshold.

Completing the Cost/Asset Information page

Select a *Profile ID* to use a profile defined in the Asset Profile. The current asset will default all financial depreciation information defined in that profile.

All assets for the State of Indiana require that *Tag Number* be populated. Each Agency is required to come up with a determination of how this is to be done.

Typically, the *Transaction Date* represents the date you actually acquired the asset and the *Accounting Date* represents the date you want this transaction posted to your general ledger.

Transaction Date needs to be changed when there is an error in the Acquired Date. Do NOT change the *Accounting Date*.

NOTE

The Accounting Date must be the same or later than the Transaction Date. For capitalized assets, keep in mind that any difference between Accounting and Transaction dates will affect depreciation as well as posting.

Step	Action
1	Assign costs to *Department* and *Project ID* Chartfields and to an asset *Category* by selecting the appropriate values. Use *Cost Type* to break down portions of the asset cost and enter as many cost types as needed for each transaction.
2	*Salvage Value* is calculated based on the selections for it at the asset profile level.
3	Enter the *Acquisition Date* for the asset. Enter an *Acquisition Code*, which indicates how you acquired the asset. The default is purchased.
4	If this is a group asset, select the *Group Asset Flag* option that applies: Group Asset or Group Member. The default is None.
5	The *Capitalized Asset* check box defaults from the asset profile.

AMT03

How to Get There

Use this page to enter depreciation information for your asset:

Navigation

Asset Management >> Owned Assets >> Express Add >> Depreciation Information
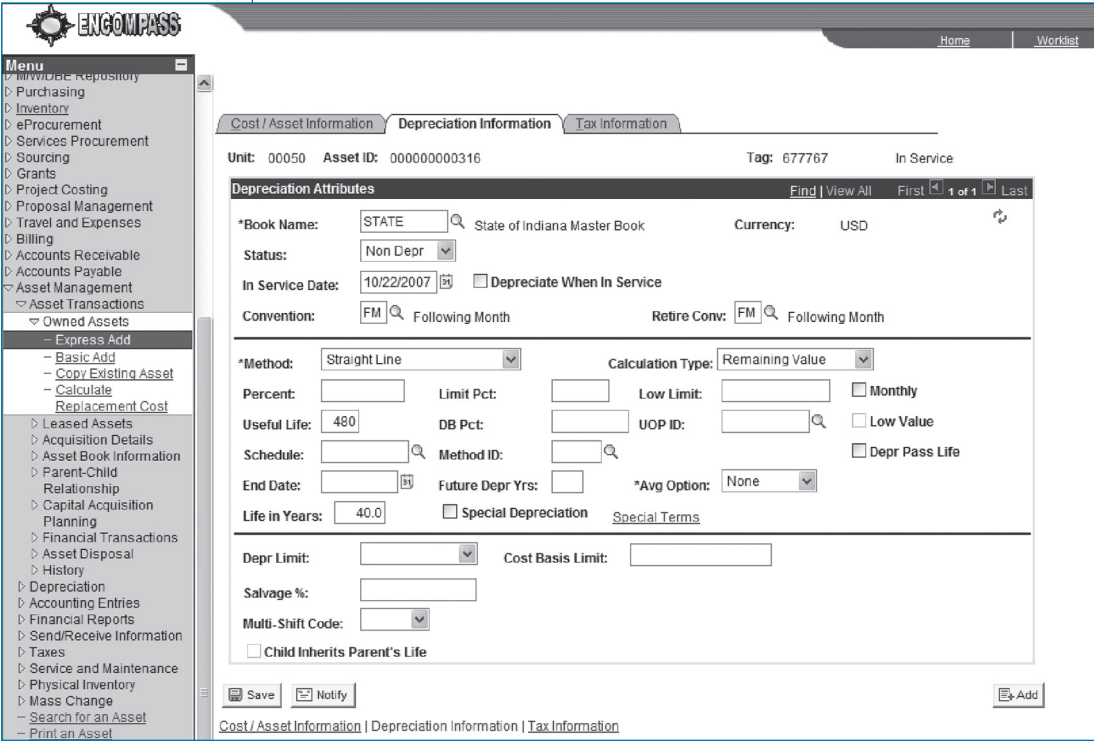
AMSC24 — Depreciation Information page

Completing the Express Add – Depreciation Information page

The *In Service Date* is the date the asset was made available for use. This date plus the depreciation convention will determine when depreciation starts for this book. This date is reflected as the Begin *Depreciation Date*.

Select the Depreciate When In Service check box to allocate annual depreciation as of the date you placed the asset in service. If you do not select this option, PeopleSoft Asset Management will allocate annual distribution as of the date determined by the depreciation convention. This option is valid only in the year the asset was acquired.

AMD07

Child Inherits Parent's Life checkbox. If you are working with parent-child component assets, all of the child assets will have their own cost basis and depreciation attributes independent of the parent asset. If the child's asset life is different from that of the parent asset, you can specify that a new child asset of a parent component asset inherit the remaining life of the parent asset.

3.22

3.23

Guided Activity | Adding Assets Using Express Add

Activity Overview

In this activity, the student will add five assets that have been donated to them by the Orbeson Construction. President Roy Snodgrass has donated five various assets to the State of Indiana. These five assets will be added by using the Express Add component. These assets will be added to Agency/Business Unit 00050. Review the chart below before proceeding to the activity.

Profile ID	Description	Location	Tag Number (XXX= Agency)	Custodian	Cost
50501	2007 Chevy Malibu	IPSC0518	XXX1001	Bird,Larry	28,500.00
10101	Valparaiso Land	IPSC0518	XXX1002	Jordan,Michael	475,000.00
30124	Valparaiso Fish Hatchery	IPSC0518	XXX1003	Jordan,Michael	600,000.00
30107	Valpo Rest Area Building	IPSC0518	XXX1004	Jordan,Michael	1,500,000.00
50323	Wall Partition	IPSC0518	XXX1005	Bird,Larry	4,500.00

AMT04

Use the information in the following table to create the assets:

Exercise 1 - Adding Assets Using Express Add

1 Enter the following information:

Page Element	Value or Status
Business Unit	00050
Asset Identification	NEXT

AMT05

2 Click *Add* and enter the following information:

Page Element	Value or Status
Profile ID	50501
Description	2007 Chevy Malibu
Location	IPSC0518
Tag Number	XXX1001
Custodian	Bird,Larry
Cost	28,500.00

AMT06

3 Click the *Default Profile* button.

4 Click *Save*.

Record Asset ID_____

Exercise 2 – Adding Asset using Express Add

1 Click *Add*. Enter the following information:

Page Element	Value or Status
Business Unit	00050
Asset Identification	NEXT

AMT07

2 Click *Add* and enter the following information.

Page Element	Value or Status
Profile ID	10101
Description	Valparaiso Land
Location	IPSC0518
Tag Number	XXX1002
Custodian	Jordan,Michael
Cost	475,000.00

AMT08

3 Click the *Default Profile* button.

4 Click *Save*.

Record Asset ID_____

Exercise 3 – Add Assets 3, 4 and 5

Asset #3.

Page Element	Value or Status
Business Unit	00050
Asset ID	NEXT
Profile ID	30124
Description	Valparaiso Fish Hatchery
Location	IPSC0518
Tag Number	XXX1003
Custodian	Jordan,Michael
Cost	600,000.00

AMT09

Record Asset ID_____

Asset #4.

Page Element	Value or Status
Business Unit	00050
Asset ID	NEXT
Profile ID	30107
Description	Valparaiso Fish Hatchery
Location	IPSC0518
Tag Number	XXX1004
Custodian	Jordan,Michael
Cost	1,500,000.00

AMT10

Record Asset ID_____

Asset #5.

Page Element	Value or Status
Business Unit	00050
Asset ID	NEXT
Profile ID	50323
Description	Wall Partition
Location	IPSC0518
Tag Number	XXX1005
Custodian	Bird,Larry
Cost	4,500.00

AMT11

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3.27

Adding Assets Using Basic Add

This diagram depicts the steps involved in adding an asset using the Basic Add component:

```
┌─────────────────────────────────────────────────────────────────┐
│  ┌──────────────┐                                                │
│  │  PO Request  │                                                │
│  └──────────────┘                                                │
│          │                                                       │
│          ▼                                                       │
│  ┌──────────────┐    ┌──────────────┐    ┌─────────────────────┐ │
│  │   Receive    │ →  │  Basic Add   │ →  │  Asset Addition     │ │
│  └──────────────┘    └──────────────┘    │  ⚒  Location        │ │
│                                          │  ⚒  Manufacturer    │ │
│                                          │  ⚒  Custodian       │ │
│                                          │  ⚒  Image           │ │
│                                          │  ⚒  Acquisition Details │ │
│                                          │  ⚒  Capitalization upon │ │
│                                          │     Approval        │ │
│                                          └─────────────────────┘ │
└─────────────────────────────────────────────────────────────────┘
```
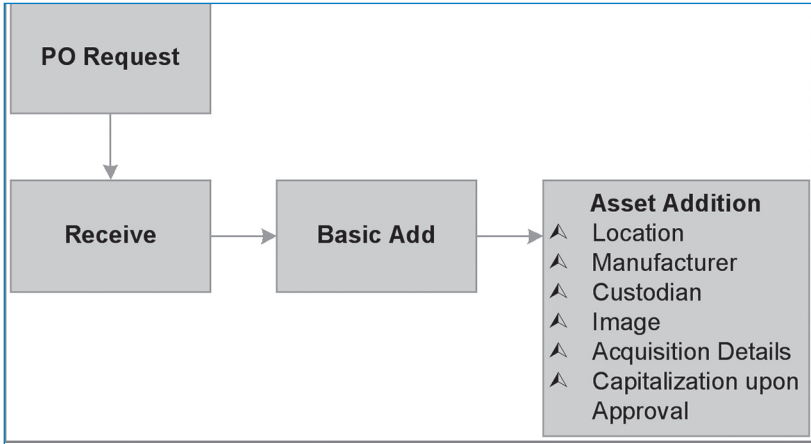
AMD08

Using Basic Add, the receiver can enter all the physical information for the asset as it is received. Later on cost information can be added using the Acquisition Detail page after the invoice has been received.

Basic Add (also known as Asset Basic Information) is another way to add assets. It is the standard method for adding assets.

The Basic Add component is comprised of multiple pages that enable the asset user to enter and adjust both capital and non-capital assets with the maximum amount of both financial and physical detail.

How to Get There

Use the Asset Information 1 page to add basic information manually, or add to or change information entered earlier:

Navigation

AMSC25   Asset Information 1 page

ENTAP Training

Exclusively for use by the State of Indiana
Issue Date: 11/28/2007

Exclusively for use by the State of Indiana
Issue Date: 11/28/2007

ENTAP Training

3.28

3.29

Enter the *Tag Number* assigned to the asset. This automatically selects the Taggable Asset option. PeopleSoft Asset Management performs physical inventory using the asset's tag number.

Step	Action
1	The *Acquisition Date* is the date you actually acquired the asset. This field is used for informational purposes only.
2	The *Acquisition Code* indicates how you acquired the asset. Select one of the following options: • Constructed – Use for constructed assets • Donated – Use for donated assets • Leased – All leased assets must be entered through the ePro process. • Purchased – Used for purchased assets. This is the default. • Trade In – This option is not valid for this page. You must add Trade Ins on the Asset Express Add page. • Transferred – Transferred either within the same business unit or to another business unit.
3	The *Capitalized Asset* box will be selected (display only) if this asset has been capitalized.
4	Select the appropriate box to indicate whether this asset is a *New Asset* or a *Replacement Asset* and select a Replaced Asset ID if appropriate.
5	Select *Asset is Available* if appropriate. Fields will appear where you can enter a Contact name and *Phone #*.
6	If this is a parent or child asset, select the appropriate option in *Parent/Child*. If this is a child asset, enter the Parent Asset ID it should be associated with. The default is None. Parent/Child assets cannot also be composite or group assets.

AMT12

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How to Get There

Use the Asset Information 2 page to add basic information manually, or add to or change information entered earlier:

AMSC26

Asset Information 2 page

This is a custom page created for the State of Indiana.

The State of Indiana requests that the Agencies record details in the Manufacturer Information section of the Asset Information2 page.

Serial Number: Manufacturer's number provided directly on asset. This will be most helpful when managing issues on the asset with the manufacturer.

Mfg ID: This value represents the name of the manufacturer.

Model: Model name derived from the Manufacturer. For example General Motors creates Chevrolet's.

Version: Version of the Model. For example Chevrolet manufacturers Malibus.

Use the Asset Acquisition Details page to enter information about how your asset was acquired and to keep track of the separate costs and acquisition details of components that comprise an asset:

How to Get There

Navigation

Asset Management >> Owned Assets >> Basic Add >> Asset Acquisition Detail
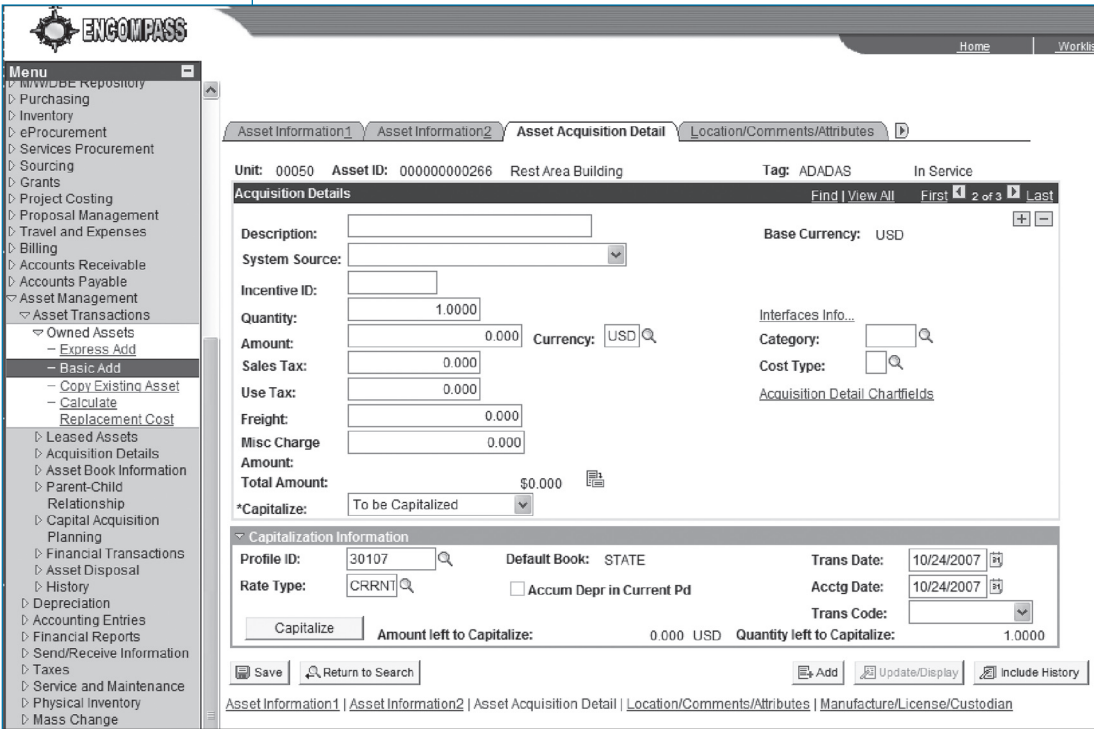
AMSC27   Asset Acquisition Detail page

Step	Action
1	Enter a *Description* of the component and the system that added it to PeopleSoft Asset Management in System Source. The *System Source* you enter must be valid in the PeopleSoft Financials and Distribution Source table.
2	Investment incentives come from PeopleSoft Projects. You can override amounts sent from Projects by entering them in **Incentive ID**. Enter *Quantity* of the asset and *Amount* of cost associated with this detail line, if applicable.
3	Enter the, *Department*, and *Project ID* you want associated with this acquisition detail line.

AMT13

NOTE

As long as all your acquisition detail lines are for the same set of ChartFields (Project and Department) and for the same Category and Cost Type, you can enter them all at once and capitalize them later using the Capitalize button. However, if you are going to enter acquisition detail lines for more than one set of ChartFields and for more than one Category and Cost Type, you must enter and capitalize the acquisition detail lines for each set of ChartFields and for each Category and Cost Type separately.

Capitalize indicates whether this cost row has been capitalized. If it hasn't already been capitalized, you can assign it a status of To be Capitalized or Never Capitalize. Asset Management allows you to associate books with non-capitalized assets with the Never Capitalize status. Based on the option you choose, you will see either Capitalization Information or Non Capitalization Information on the page. Remember, all assets over $500 need to be capitalized.

NOTE

You must enter all capitalized components, click Capitalize, and then click save before you add non-capitalized components to the same asset.

Step	Action
1	Use the Capitalization Information section to capitalize an asset using the book information stored in asset profiles, and enter cost information into those books.
2	Use the Non-Capitalization section to add non-capitalized costs associated with an asset on a book level.
3	The *Profile ID* identifies a profile set up in the Asset Profile table. The current asset will default to all financial and tax depreciation information defined in that profile. You must enter a profile ID for each asset you capitalize.
4	The *Transaction Date* and *Accounting Date* default to the current date or the dates specified as User Defaults. As a rule, you'll enter transactions in PeopleSoft Asset Management some time after they have occurred. The Transaction Date must be earlier than or equal to the Accounting Date. For capitalized assets, keep in mind that any difference between Accounting and Transaction dates will affect depreciation as well as posting.
5	The *Transaction Code* identifies which accounting entry template will be used for this asset. Only valid combinations of Asset Category, Transaction Code, Cost Type, and Transaction Type for which accounting entry templates exist will be accepted.
6	Asset Cost can be broken down by Department, Project ID, Category, Salvage Value, Quantity, and Cost Type. Only *Category* is a required field.

AMT14

Basic Add offers a place for you to keep a record of an asset's location; to store comments about it; and to record physical properties, such as color, height, weight, and to view a stored image of the asset.

How to Get There

Use the Location/Comments/Attributes page to record the asset's location; enter comments about it; and enter physical properties, such as color, height, and weight; and to store an image of the asset.

AMSC28   Location/Comments/Attributes page (Location)

3.34

3.35

Step	Action
1	Select a *Location*. Locations are validated against the Location table and indicate the location as of the current effective dated row.
2	Enter the name or ID of any *Document* associated with the location.
3	You can also keep a record of the person authorizing the location by filling in the information in the Authorization section of the page.

AMT15

AMSC29   Location/Comments/Attributes page (Physical and Custom Attributes)

Step	Action
1	Separate records marked by Date/Time, and Name of person making the comments can be maintained.
2	Physical Attributes: Enter or modify physical information about the asset, such as Color, Height, Width, Length, Weight, Capacity, and Power Rating.

AMT16

3.36

Asset Image

To attach an image to an asset, the user will have to go into the windows client. Be careful in that images can take up a considerable amount of space. Currently the State of Indiana is NOT recommending the use of this functionality. If an Agency feels this is a feature that must be used, please conact AOS.

How to Get There

Use this page to view an image of your asset:

Navigation

T o attach an image, click on the magnify icon on the Asset Image page and then browse in folders for an image to attach in the image section of this component.

AMSC30

3.37

3.38

3.39

Use the Asset Custodian/License/Manufacturer page to:

- Record custodial information
- Maintain information about the license or registration required to use this asset
- Keep track of information about the manufacturer.
- Maintain information about the location of your assets.

How to Get There

Use this page to record custodial information, maintain license information, and keep track of information about and from the manufacturer:

Navigation

Asset Management >> Asset Transactions >> Owned Assets, Basic Add >> Manufacturer/License/Custodian
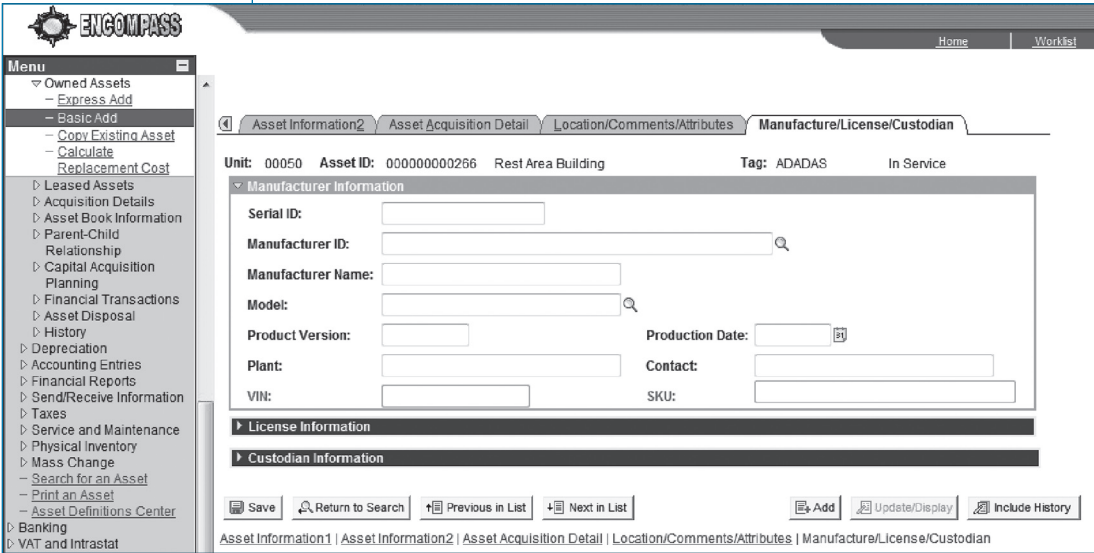
AMSC31   Manufacturer/Licence/Custodian Page (Manufacturer)

Manufacturer Information:

Use this section to keep track of information about and from the manufacturer.

Enter a Serial ID, Manufacturer Name, Model, Product Version, Production Date, Plant and Manufacturer Contact.

License Information

Identify the agency or vendor issuing the license or registration. The *Agency ID* is validated against the Agency table, the Vendor ID against the Vendor table. Enter an Issue Date and an Expiration Date. Enter a Reg #. The Reg. Name identifies the person who was issued the license or registration.

Click the Address button to access the License Address page where you can enter address information associated with the asset's license.

Use the Comment field to enter notes you want to store with this information.
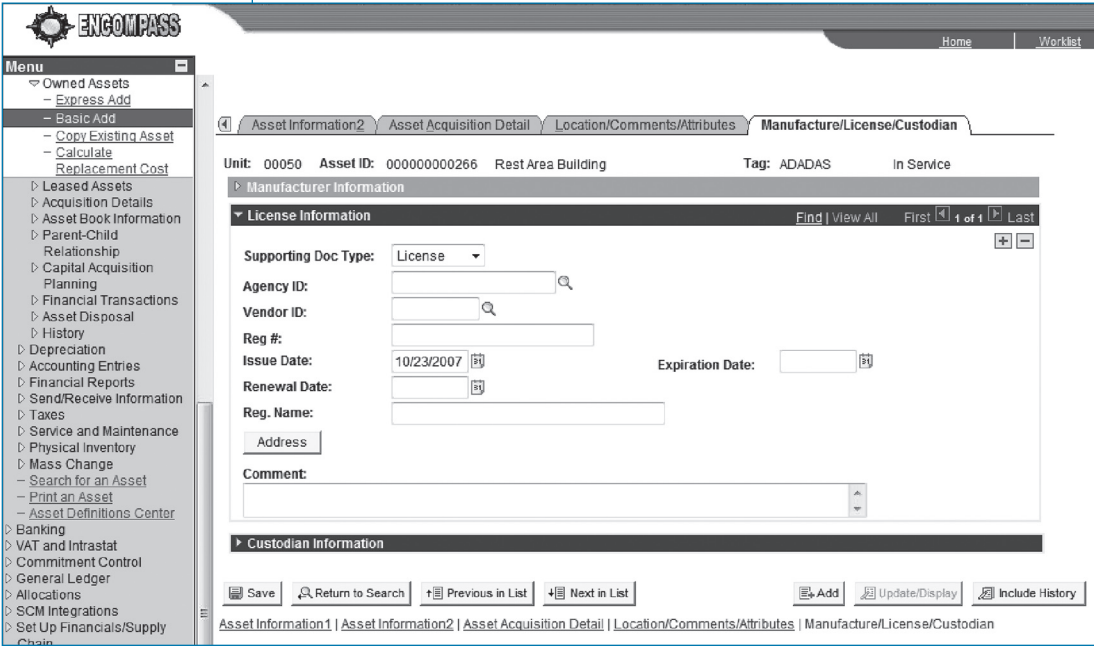
AMSC32   Manufacturer/License/Custodian page (License Information)

Custodian Information

AMSC33 Manufacturer/License/Custodian page (Custodian Information)

Step	Action
1	Select the *This Asset is Offsite* checkbox to indicate that the asset is not at your business location.
2	You can enter the name of the *Custodian* or skip to the *EmplID* and enter the ID of an employee set up in the Employee Personal Data table.
3	You can track the use of the asset by *Department* and *Project ID*. These fields are for information only.
4	You can also keep a record of the person authorizing the custodian by filling in the Authorization information.

AMT17

Adding Assets Using Basic Add

Activity Overview

The Kokomo Chrysler plant has had a tradition of donating one of its vehicles to the governor each year. This year the governor has chosen the 2007 Chrysler Crossfire. The car includes a state of the art stereo system and a pair of fuzzy dice.

Use the information in the following table to add the assets:

Description	Short Description	Equipment Class	Asset Status	Category	Profile
2007 Chrysler Crossfire	Crossfire	Equipment	In Service	505	50501
Stereo System	Stereo	Equipment	In Service	505	50501
Fuzzy Dice	Dice	Equipment	In Service	505	50501

AMT18

3.40

3.41

Guided Activity | Adding Assets Using Basic Add

Navigation

Asset Management >> Financial Management >> Owned Assets >> Basic Add

1 Click the Add a New Value tab.

2 On the Asset Basic Information page, enter the following information:

3.42

Page Element	Value or Status
Business Unit	00050
Asset Identification	NEXT

AMT19

3 Click *Add* and enter the following information:

Page Element	Value or Status
Description	2007 Chrysler Crossfire
Short Description	Crossfire
Tagable Asset	Select
Tag Number	(XXX)1006
Asset Class	50603 – Four Wheel Drive
Asset Type	Equipment
Asset Service	In Service
Acquisition Date	<Current Date>
Acquisition Code	Donated

AMT20

4 Access the Asset Acquisition Detail page and enter the following information.

Page Element	Value or Status
Description	2007 Chrysler Crossfire
System Source	AM Online Entry Panel
Quantity	1
Amount	36,000

AMT21

5 Click the Acquisition Detail Chartfields link and enter the following information:

Page Element	Value or Status
Department	001000 – Governors Office

AMT22

6 Click *OK*.

7 On the Asset Acquisition Detail page, enter the following information:

Page Element	Value or Status
Category	505
Profile ID	50501
Capitalize	To be Capitalized
Transaction Date	<Current Date>
Accounting Date	<Current Date>

AMT22

8 Click *Capitalize*.

9 Access the Location/Comments/Attributes page and enter the following information:

Page Element	Value or Status
Effective Date	<Current Date>
Location	022ISC1 – Indiana Supreme Court
Status	Authorized
Name	Letterman,David

AMT23

10 Access the Manufacturer/License/Custodian page and enter the following information:

Page Element	Value or Status
Effective Date	<Current Date>
Custodian	Choose from the EmplID
EmplID	0004 – Donaldson,Linda

AMT24

3.43

3.44

11 Click *Save*.

12 Navigate out of the page.

13 Select Asset Management, Financial Management, Owned Assets, Basic Add.

14 Select the asset you just added.

15 Click the *Add a New Row* button.

16 On the Asset Acquisition Detail page, enter the following information:

Page Element	Value or Status
Description	Stereo Equipment
System Source	AM Online Entry Panel
Quantity	1
Amount	1500.00
Capitalize	To be Capitalized

AMT25

17 Click the Acquisition Detail Chartfields link and enter the following information:

Page Element	Value or Status
Department	001000 – Governors Office

AMT26

18 Click *OK*.

19 On the Asset Acquisition Detail page, enter the following information:

Page Element	Value or Status
Category	505
Profile ID	50501
Transaction Date	<Current Date>
Accounting Date	<Current Date>

AMT27

20 Access the Asset Acquisition Detail page

3.45

21 Click ⊞ to add a new row and enter the following information for the bagging stand:

Page Element	Value or Status
Description	Fuzzy Dice
System Source	AM Online Entry Panel
Quantity	1
Amount	50
Capitalize	Never Capitalize

AMT28

22 Click *Save*.

23 Click the Acquisition Detail ChartField link and enter the following information:

Page Element	Value or Status
Department	001000 - Governors Office

AMT29

24 Click *OK* to return to the Asset Acquisition Detail page.

25 Enter the following information:

Page Element	Value or Status
Category	505
Profile ID	50501
Transaction Date	<Current Date>
Accounting Date	<Current Date>

AMT30

26 Click *Non-Capitalize*.

27 Click *Save*.

Record Asset ID_____

Copying Assets

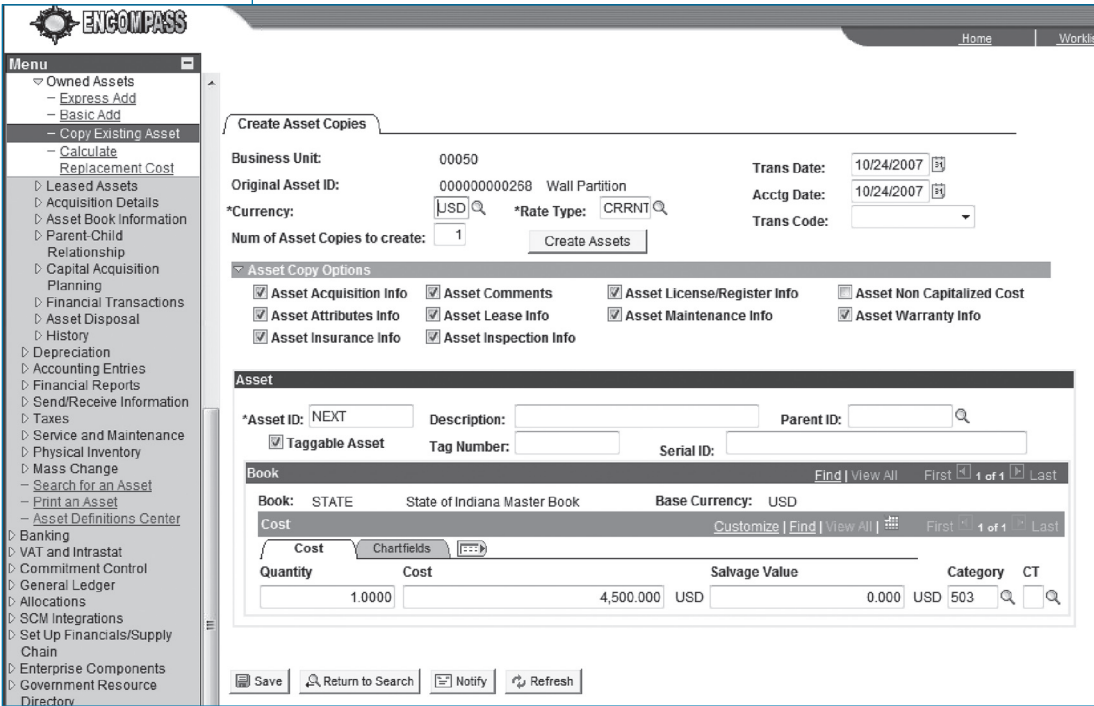PeopleSoft Asset Management enables you to copy an existing asset.

Copying an asset can save you time if the existing asset's financial and physical information is similar to that of a new asset you want to create.

How to Get There

Use this page to create an asset copy:

Navigation

Asset Management >> Owned Assets >> Copy Existing Asset

AMSC34   Create Asset Copies

To copy an existing asset you need only change the financial and/or physical information that is different. Use this page to copy an existing asset if its financial and physical information is similar to that of a new asset you want to create. The system will automatically assign the new asset a different asset ID, or you can specify an asset ID.

Using the Create Asset Copies page

Step	Action
1	Enter new *Transaction* and *Accounting Dates* and a *Transaction Code* if needed. Transaction and Accounting Dates will default to the current date.
2	Asset Copy Options: The asset, book, cost, custodian, and location information is copied automatically. You can choose to copy all or some of the following additional asset information: • Asset Acquisition Info • Asset Comments • Asset License/Registration Info • Asset Non-Capitalized Cost Info • Asset Attributes Info • Asset Lease Info • Asset Maintenance Info • Asset Warranty Info • Enter a Description and Tag Number, and select Taggable Asset and enter a Serial ID if applicable for the new asset. These fields are not copied over from the original so that you can easily update them for each new asset. You have the option to change the Department, Project ID, Category, and Cost Type. • Click *Search* to search for a parent Asset, if you are creating a child asset. • Scroll to see the different books associated with the created assets.
3	You have the option to change the Department, Product, Project ID, Category, and Cost Type.
4	Salvage Value is calculated based on the selections made at the asset profile level, either flat amount or percentage. Salvage Value is prorated based on a ChartField's cost if Flat Amount has been selected, and as a percentage of cost if Percentage has been selected.

AMT31

NOTE

Child assets can be copied, but parent assets cannot be copied.

Guided Activity | Copying Assets

In this activity, the student will add 15 additional Wall Partitions using the Copy Existing Asset feature.

Navigation

Asset Management >> Financial Management >> Owned Assets >> Copy Existing Asset

3.48

1 Click the Add a New Value tab.

2 Enter the following information on the Copy Asset page:

Page Element	Value or Status
Business Unit	00050
Tag Number	XXX1005 – Wall Partition

AMT32

3 On the Create Asset Copies page, enter 15 in the Num of Asset Copies to create field.

4 Click *Create Assets*.

5 Optional: Enter descriptions for each of the new assets.

6 Click *Save*.

Updating an Asset's Physical Attributes

PeopleSoft Asset Management enables you to change information about how an asset was acquired, as well as the separate costs and acquisition details of components that comprise that asset.

How to Get There

The Basic Add component contains the pages used to update an asset's attributes. Use this page to add new physical information about your assets:

Navigation

Asset Management >> Owned Assets >> Basic Add >> Asset Acquisition Detail

3.49

AMSC35

Asset Acquisition Detail page

Use the Insert Row [+] button to add a row, if needed, to enter any new physical information about your asset. This page is particularly useful if you are entering costs before they have been approved. The total capitalizable costs entered here are defaulted into the Capitalize Information section.

3.50

3.51

Guided Activity | Updating an Asset's Physical Attributes

In this activity, you will review the activity overview and update information for an existing asset.

Activity Overview

In this activity, you will add a Playground valued at 1,300 to the Valparaiso Rest Area Building for business unit 00050. The system source for this addition will be AM Online Entry Panel and the asset should be capitalized under the 301 category. Use the current date as the transaction date and accounting date.

Navigation

Asset Management >> Financial Management >> Owned Assets >> Basic Add

1 Click the Add a New Value tab.

2 Enter 00050 as the Business Unit.

3 Click *Search*, and select the Valparaiso Rest Area Building that you added earlier. You will need to select the Rest Area Building Tag Number with your initials.

4 Click the Asset Acquisition Detail link.

5 Click the Add a New Row button.

6 Enter the following information:

Page Element	Value or Status
Description	Playground
System Source	AM Online Entry Panel
Quantity	1
Amount	1,300.00

AMT32

7 Click *OK* to return to the Asset Detail page.

8 Enter the following information:

Page Element	Value or Status
Category	301
Capitalize	To be Capitalized
Transaction Date	<Current Date>
Accounting Date	<Current Date>

AMT32

9 Click *Capitalize*.

10 Click *Save*.

Using the Asset Search Utility

PeopleSoft Asset Management provides a powerful search utility that enables you to search for an asset using numerous search criteria.

You can use any of the following criteria:

Business Unit	Serial ID	Parent ID	Category
Location	Group ID	Asset ID	Asset Status
Hazardous Asset	Tag Number	Profile ID	ChartFields
PO Unit	PO No.	Receipt Unit	Receipt No.
AP Unit	Voucher	Project Unit	Project ID

AMT33

How to Get There

Use the Search for an Asset page to search for an asset based on known criteria.

Navigation

Asset Management >> Search for an Asset

Search for an Asset page

AMSC36

Step	Action
1	Use the Go To>> link on the Search for an Asset page to quickly access other components in the system in order to transact against the asset you selected.
2	Use the Retrieve section to present your data with values that relate to one or more of the selections: Cost Information, Acquisition Information, Location, and/or Non Capital Assets.

AMT34

Using the Asset Search Criteria page:

Step	Action
1	Use this portion of the page to establish your search criteria. You can select one specific attribute, such as Profile ID, or you can use a combination of known attributes, such as Profile ID, Business Unit, and the Purchasing Business Unit and Purchase Order associated with the asset's acquisition.
2	Click Search to search for a Business unit, Asset Category, Location, Operating Unit, Department, Product, Parent ID, or Profile ID.
3	If known, you can enter an Asset ID, Tag Number, Serial ID, Project, or Group ID. If known, you can select an Asset Status.
4	To use asset acquisition information as part of your search criteria, enter a Purchasing Business Unit and/or Purchase Order, Receiving Business Unit and/or Receipt ID, Accounts Payable Business Unit and/or Voucher ID, or a Projects Business Unit and/or Project ID.
5	The Retrieve section, added in 8.8, improves performance by retrieving only specific table data rather than all tables.
6	Once you have chosen your search criteria, click Search. If you want to perform a new search, click Clear and enter new criteria.
7	Search Results
8	All assets that meet your search criteria will display on the lower portion of the page.
9	Use the Sort By selections to order the list of assets. For a more sophisticated sort, click Advanced Sort to access the Advanced Sort page where you can select up to five criteria, and indicate whether they should be applied in ascending or descending order.
10	Use this tab to view basic asset information, or use other tabs to view more detailed information including Asset Cost Information, Acquisition Details, and so on.
11	Select the asset you want to work with Use the Go To links to move to different components of PeopleSoft Asset Management. The component you select will open populated with information about the selected asset. You can select from Asset Accounting Entries, Asset Basic

AMT34

Chapter 4 | Adjusting, Recategorizing, and Transferring Assets

4.1

Chapter Overview

Periodically, changes will need to be made to asset records because of errors or new information that has been received.

Chapter Objectives

By the end of this lesson, the student will be able to:

- Adjust asset information
- Recategorize assets
- Transfer assets within a business unit
- Transfer assets between business units
- View asset cost history

Adjusting Asset Information

Users can change cost, location, and physical attributes – virtually any information that has been entered about existing assets.

Some changes have a financial. Others are only physical changes. Changes to physical information about an asset, such as its weight, will not affect cost or depreciation. However, changing cost, or department will affect financial reporting.

How to Get There

Use this page to initiate asset Adjustments, Recategorizations, and Transfers:

Navigation

Asset Management >> Asset Transactions >> Financial Transactions >> Cost Adjust/Transfer Asset

4.2
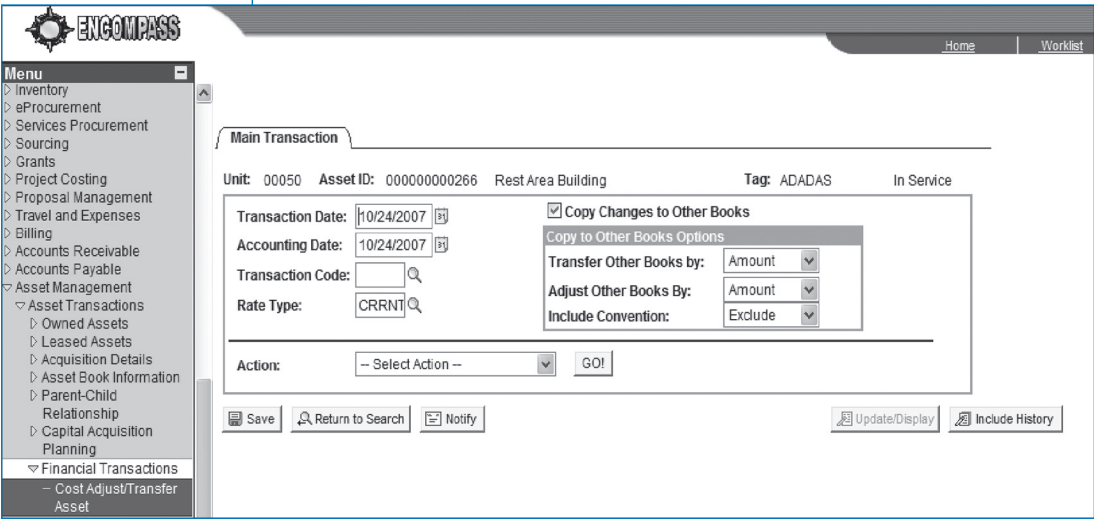
AMSC37

Main Transaction page

The specific action is selected on the Main Transaction page, and based on the selection the Cost Information page is added and populated with the appropriate fields.

Step	Action
1	The *Transaction Date* and *Accounting Date* default to the current date or the dates specified as User Defaults. As a rule, you will enter transactions in PeopleSoft Asset Management after they have occurred. Keep in mind that any difference between Accounting and Transaction dates will affect depreciation as well as posting.
2	Click the Search button to search for a *Transaction Code*. This field is optional. Transaction Codes help identify which accounting entry template will be used for this transaction.
3	Select an Action and click GO. Note: the GO button disappears from the Main Transaction page as soon as you select the desired action. • Addition – Adds a new cost row • Adjustment – Adjust cost or quantity • InterUnit Transfer – Transfers an asset from one business unit to another • Recategorize – Changes an asset's category or cost type • Transfer – Transfers an asset within the same business unit
4	You can make the following adjustments to assets entered into the system. • Add a new cost row. • Adjust total cost by percentage or cost amount. • Adjust cost by cost row. • Adjust cost for each cost row.

AMT35   Asset Adjustments

4.3

Cost Information

The Cost Information page enables you to adjust the total cost of an asset by either a percentage of its original cost or by a specific cost amount. The system automatically calculates and displays the adjusted total cost. You can adjust the total quantity of an asset by entering the quantity adjustment. The system will automatically calculate and display the adjusted total quantity.

The Cost Information page allows the entry of cost information in currencies other than those of business unit or book base currency. This allows for historical valuation of transactions by providing market rate valuation using the transaction date to convert transaction amount to base amount. Historical valuation of all asset transactions eliminates gain/loss discrepancies in your ledger.

This section discusses how to:

- Complete the Cost Information page
- Question: Adjusting Asset Information

How to Get There

Use this page to enter or adjust cost information required by the transaction you initiated from the Main Transaction page:

Navigation

Asset Management >> Asset Transactions >> Financial Transactions >> Cost Adjust/Transfer Asset >> Adjustment >> Cost Information
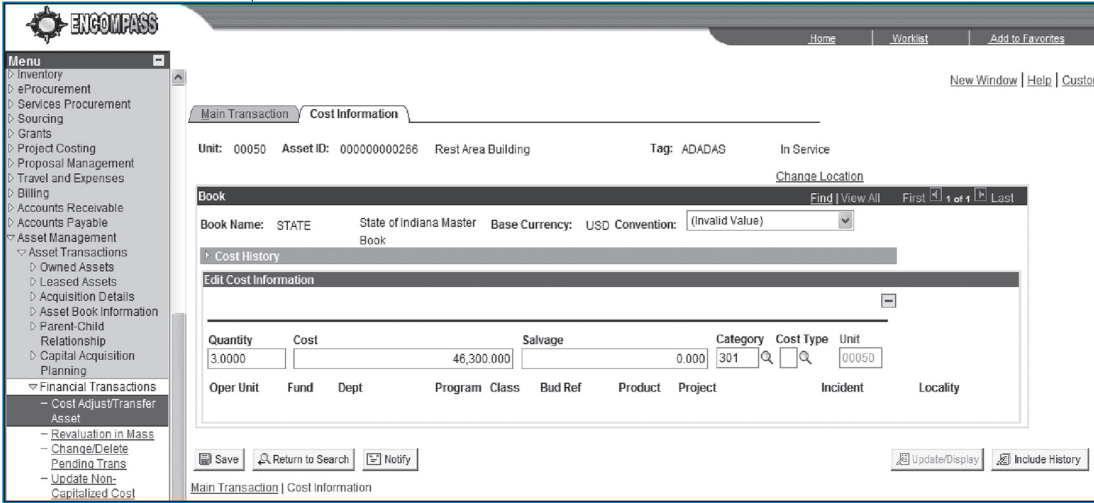
AMSC38   Cost Information page

Step	Action
1	New cost rows are added in the Edit Cost Information group box. Enter the *Quantity* and *Cost*, select a *Cost Type* and enter any appropriate ChartFields.
2	You can adjust the total cost of an asset by either a percentage of its original cost or by a specific cost amount. Enter the appropriate percentage or amount in the *Adjust All Rows By Percent* or the *Adjust All Rows By Cost* fields. The default is a positive adjustment. If you would like to make a negative adjustment, you must enter a negative percentage or amount. Click *Apply* and the adjustment will be applied to each cost row. The system will automatically calculate and display the adjusted total cost.
3	You can adjust the total quantity of an asset by entering the quantity adjustment in the *Adjust All Rows By Quantity* field. The default is a positive adjustment. If you would like to make a negative adjustment, you must enter a negative quantity. Click *Apply*, and the adjustment will be applied to each cost row. The system will automatically calculate and display the adjusted total quantity.
4	To adjust the cost or quantity for a particular cost row, enter the new *Cost* or *Quantity* directly into the cost row.
5	You can adjust an asset's cost for individual cost rows simply by entering the new cost into *Cost* for each cost row you would like to change.
6	To adjust the quantity for individual cost rows, enter the new Quantity into the cost rows, not the number of units that the quantity increased or decreased by. For example, if the quantity should be adjusted from 1 to 2, enter 2. This will only change the Quantity, not the cost.

AMT36   Completing the Cost Information page

NOTE

To establish an audit trail, it is recommended that each cost change would be performed one step at a time.

4.4

4.5

Guided Activity | Adjusting Asset Information

In this exercise, you will review the activity overview and adjust several assets in a variety of ways.

Activity Overview

In this activity, you will adjust the cost of your Valparaiso Land in business unit 00050 from 475,000.00 to 457,000.00 (an -$18,000.00 variance). Next, locate one of the Wall Partitions and increase the cost by 1,000.

4.6

1 Search the Business Unit *00050* to locate the retail merchandise shelves.

2 Select *Valparaiso Land*.

3 Enter the following information:

Page Element	Value or Status
Action	Adjustment

AMT37

4 Click *GO*.

5 Enter the following information in the Cost field (for Adjust All Rows By:):

Page Element	Value or Status
Cost	-18,000.00

AMT38

6 Click *Apply*.

7 Click *Save*.

---

8 Click Return to *Search*, and select the cash registers.

9 Enter the following information:

Page Element	Value or Status
Action	Adjustment

AMT39

10 Click *GO*.

11 Enter the following information in the *Adjust All Rows By* field:

Page Element	Value or Status
Cost	6,000.00

AMT40

12 Click *Apply*.

13 Click *Save*.

14 Select Asset Management >> Asset Transactions >> History >> Review Cost >> Cost History List & Detail.

15 Select the assets you just adjusted and view the results.

4.7

ENTAP Training

Exclusively for use by the State of Indiana
Issue Date: 11/28/2007

Exclusively for use by the State of Indiana
Issue Date: 11/28/2007

ENTAP Training

Recategorizing Assets

You may want to recategorize assets because you entered the incorrect category or cost type.

AMSC39   Main Transactions

AMSC40   Cost Information

To recategorize an asset simply select the action of Recategorize and then change the Category or Cost Type in the Edit Cost Information group box. Please notice that these fields are available to be modified on the Cost Information page.

As with all financial transactions, recategorizing an asset affects depreciation. Both depreciation and accounting entry processing will be necessary. AOS WILL PERFORM THESE STEPS.

4.8

4.9

Guided Activity | Recategorizing Assets

Activity Overview

In this activity, the student will recategorize the 2007 Chrysler Crossfire from the Asset Category 505 (Automobiles) to 507 (Pick Up Trucks) the 00050 business unit. Review your results.

Navigation

4.10

1 Search the Business Unit *00050* to locate the cash registers.

2 Select the *2007 Chrysler Crossfire*.

3 Enter the following information:

Page Element	Value or Status
Action	Recategorize

AMT41

4 Click *GO*.

5 Enter the following information:

Page Element	Value or Status
Category	00050

AMT42

6 Click *Save*.

7 Select Asset Management >> Asset Transactions >> History >> Review Cost >> Cost History List & Detail.

8 Select the assets you have just adjusted and view the results.
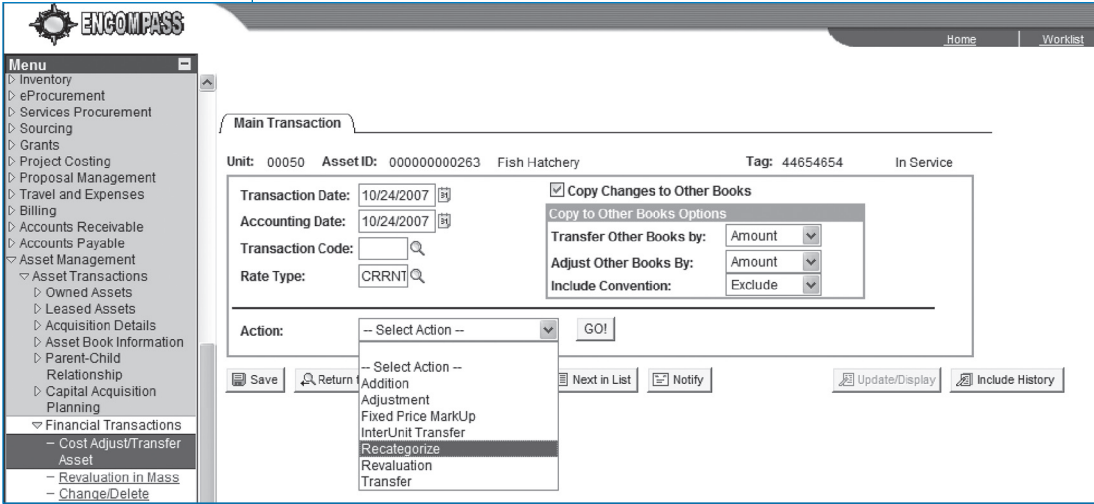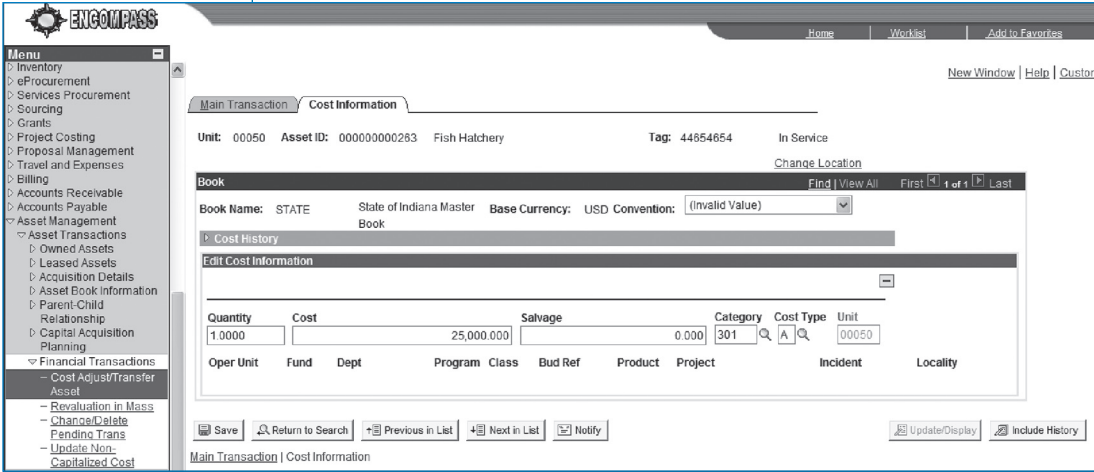
State of Indiana Policy

8.4.2   Transfer/Disposal of Capital Assets

All transfers, sales, retirements and other disposals of capital assets must be processed through and approved by State Surplus Property division of IDOA by submitting Form 13812, Notification of Surplus State-Owned Property.

8.4.2.1   Transfer of Capital Assets to Another State Agency

If an asset is being transferred from one agency to another, the "donator" agency will generate the Transfer process in ENCOMPASS Asset Management. The "receiving" agency must manually assign a new asset tag number to the asset. The acquisition date and original cost for the asset do not change. The fund number for the asset must be changed to a "receiving" agency fund number. When the transfer is made, the asset cost and accumulated depreciation will be automatically transferred as well.

8.4.2.2   Transfer by Sale of Capital Asset to Another State Agency

A sale of an asset to another state agency must also be approved by State Surplus or, in the case of motor vehicles, trailers, and INDOT road equipment, Motor Pool. State Surplus or Motor Pool will work with the agency to determine the type of sale, location, etc. Net proceeds, after costs of Surplus or Motor Pool, are credited to the selling agency's account.

4.11

Reset Form

NOTIFICATION OF SURPLUS
STATE - OWNED PROPERTY
State Form 13812 (R4 / 2-05)

Date *(month, day, year)*

DEPARTMENT OF ADMINISTRATION
Operations Div. / Surplus Property
601 W McCarty Street, Suite 100
Indianapolis, IN 46225

Original Acquisition Cost Per Unit Was:
☐ Over $2500.   ☐ Less Than $2500.

INSTRUCTIONS: 1. Place usable and non-usable items on separate forms. Place items requiring different dispositions on separate forms (all Sell on one form, all Transfer on a different form, etc.)
2. The agency completing this form is prohibited from disposing of surplus property without authorization from the Department of Administration.
3. After authorization is given by Surplus Property Section, disposition agent must make changes to inventory.

Name of Notifying State Agency	Division	Name of Disposition Agent
Address of State Agency *(number and street, city, ZIP code)*	Account Number for Deposit of Proceeds	Telephone Number

The following items of state owned property have been determined to be surplus to agency needs:

Quantity/Unit	Description and Condition of Item(s) *(List Make, Model, Year, I.D. or Serial No. For Motor Vehicles, See Note* Below.)*	If requesting to SELL item, indicate name of contact, phone number and minimum bid required	Disposition Requested	Original Acquisition Cost / Original Purchase Fund
☐ Usable ☐ Non-Usable			☐ Sell ☐ Trade ☐ Transfer ☐ Dispose	$
☐ Usable ☐ Non-Usable			☐ Sell ☐ Trade ☐ Transfer ☐ Dispose	$
☐ Usable ☐ Non-Usable			☐ Sell ☐ Trade ☐ Transfer ☐ Dispose	$
☐ Usable ☐ Non-Usable			☐ Sell ☐ Trade ☐ Transfer ☐ Dispose	$
☐ Usable ☐ Non-Usable			☐ Sell ☐ Trade ☐ Transfer ☐ Dispose	$
☐ Usable ☐ Non-Usable			☐ Sell ☐ Trade ☐ Transfer ☐ Dispose	$
☐ Usable ☐ Non-Usable			☐ Sell ☐ Trade ☐ Transfer ☐ Dispose	$
☐ Usable ☐ Non-Usable			☐ Sell ☐ Trade ☐ Transfer ☐ Dispose	$

If applicable, all data has been removed from the computer storage device(s) *(hard drives, PDAs, etc.)* per the State of Indiana Enterprise Information Technology Security Policy Guideline.   ☐ Yes ☐ No ☐ N/A _____ Initials

* For Motor Vehicles, include Vehicle Identification Number (VIN), Commission Number, Mileage, and condition *(POOR, AVERAGE OR GOOD)*

I hereby affirm that the above listed state surplus property is as described and has not been disposed of by this agency without proper authorization from the Department of Administration. All information listed on this form is true and accurate.

DO NOT WRITE HERE - STATE SURPLUS USE ONLY
APPROVED *(Make necessary changes to inventory record)*

Signature of Disposition Agent	Date Signed	From
		To

DISTRIBUTION OF COPIES	
Original: Department of Administration *(Surplus Property/Operations Division)* Copies: Department of Administration *(Procurement Division)* Disposition Agent File Receiving Agency *(for transfers only)* State Surplus will distribute copies after approval	Signature of Approval Date signed

4.12

AMC01   State Form 13812

4.13

Transferring Assets within a Business Unit (Intra-Unit)

PeopleSoft Asset Management enables you to perform full, partial, or retroactive asset transfers.

Periodically, you will need to transfer assets from one department, product, or project to another. In addition to physically relocating the assets, you may need to change some of the ChartField elements in order to post costs correctly.

You can create a transaction that crosses business units, entities, or balancing ChartFields without having to explicitly enter the InterUnit or IntraUnit balancing accounting entries. The PeopleSoft Inter/Intra Unit Processor resides outside PeopleSoft Asset Management and creates the Inter/IntraUnit, balancing entries automatically when you have implemented this functionality.

With Inter/IntraUnit processing, the system uses the minimal number of accounting lines you provide and it automatically completes the entire transaction by generating the necessary balancing lines or entries for both the appropriate entities and accounts. Balancing ChartFields and their relationship to a balanced set of accounts or books is central to Inter/IntraUnit processing and ChartField Inheritance.

How to Get There

Use this page to select the Transfer (intra-unit transfer) action:

Navigation

Asset Management >> Asset Transactions >> Financial Transactions >> Cost Adjust/Transfer Asset

4.14
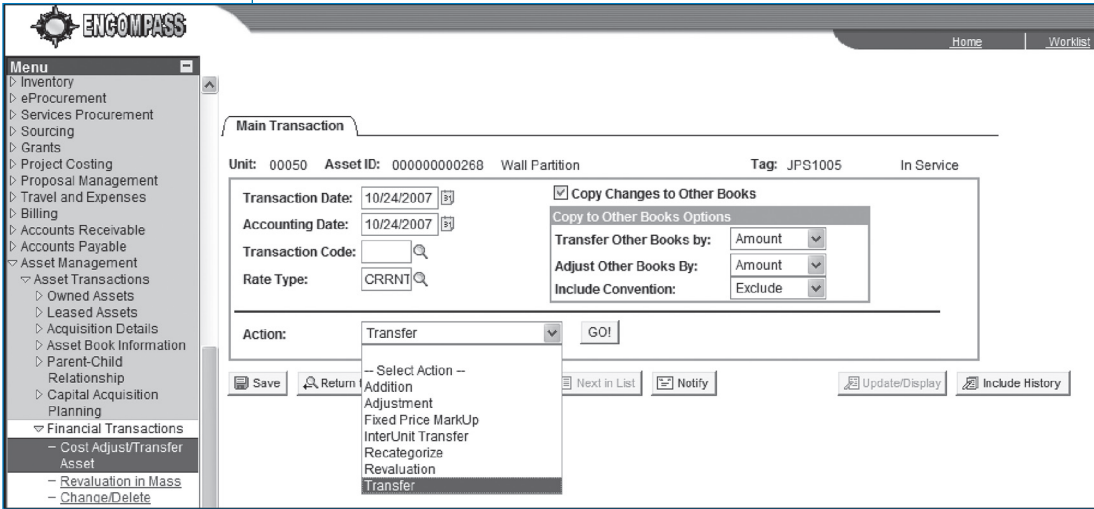
AMSC41

Main Transaction page showing drop down list of available options

Differentiating between full, partial, and retroactive transfers

A full transfer requires you to transfer all units or the total cost of the asset. In the Edit Cost Information group box, enter the new Department, Project ID, or Product into the appropriate fields.

Partial transfers are useful when you want to assign an asset's cost and depreciation to two or more sets of ChartFields. To partially transfer an asset, you will need to perform a separate transfer for each set of ChartFields. For each transfer, select the appropriate Department, Project, or Product, and enter Quantity and Amount in the Edit Cost Information group box.

4.15

Retroactive Transfers

You may wish to transfer assets retroactively if they were transferred during a prior accounting period, but are not yet entered in PeopleSoft Asset Management. To do this, enter the transaction and accounting dates on the Main Transaction page and enter the appropriate cost information in the Edit Cost Information group box. The system will create correcting entries that back out depreciation from the original department for the period(s) between the Transaction Date and the Accounting Date. Prior period depreciation for that same period will be posted for the new department.

NOTE

Accounting date must be in an open period.

4.16

Guided Activity | Transferring Assets Within a Business Unit (Intra-Unit)

Activity Overview

In this activity, the student will transfer the total cost of the Valpo Rest Area Building within the business unit 00050 without a department 001001 (GVR – Governor's Office).

1 Search the Business Unit *00050* to locate the Valpo Rest Area Building.

2 Select the *Valpo Rest Area Building*.

3 Enter the following information:

Page Element	Value or Status
Action	Transfer (Intra –Unit)

AMT43

4 Click *GO*.

5 Enter the following information in the Department field:

Page Element	Value or Status
Department	001001 – (GVR-Governor's Office)

AMT44

6 Click *Save*.

7 Select Asset Management >> Asset Transactions >> History >> Review Cost >> Cost History List & Detail.

8 Select the assets you have just transferred and view the results.

4.17

Transferring Assets Between Business Units (Inter-Unit)

PeopleSoft Asset Management gives you great flexibility in performing Inter-Unit transfers.

You can fully or partially transfer assets from one business unit to another or from one business unit to many others. Full or partial transfers can be done by cost, quantity, or percentage.

How to Get There

Use this page to fully or partially transfer assets:

4.18

AMSC42   Cost Information page

How to Get There

Use this page to view the asset information that will be transferred with the asset:

AMSC43   InterUnit Transfer Options page

InterUnit Transfer Options page

These defaults are set up at the Business Unit level and can be changed at the time of the transfer.

4.19

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Issue Date: 11/28/2007

Step	Action
1	In *New Unit*, select the business unit to which you are transferring the asset. When you tab out of the field, the rest of the fields will populate. The *New Asset ID* will default to NEXT. You can change this if you wish.
2	Select a *Profile ID* that is valid for the new business unit to set up book reporting. *Trans Code* identifies which accounting entry template will be used for this transaction.
3	Click *InterUnit Transfer Options* to access the InterUnit Transfer Options page where you can select the asset information you want transferred with the asset.
4	Use the fields in the Edit Cost Information group box to specify the *Cost* and *Quantity* to be transferred.
5	Full InterUnit Transfers From One Business Unit to Another: The simplest to perform. After you have completed the information in the Enter New Unit group box and its pages and saved the Cost Information page, all cost rows will be transferred to the new business unit.
6	Full InterUnit Transfers From One to Many Business Units: You can transfer to as many business units as there are cost rows. To do this, enter one of the receiving business units in the New Unit field in the Enter New Unit group box. Complete the rest of the InterUnit transfer information. Review each cost row in the Edit Cost Information group box. All cost rows will show the new business unit you entered in the New Unit field. Change the Business Unit for each cost row as appropriate. In this way, you can transfer all cost rows for an asset to multiple business units.
7	Partial InterUnit Transfers: You can transfer part of an asset to a different business unit and enable the original business unit to retain a portion of it. To do this, enter the receiving business unit in the New Unit field in the Enter New Unit group box. Complete the rest of the InterUnit transfer information. Review each cost row in the Edit Cost Information group box. All cost rows will show the new business unit you entered in the New Unit field. To retain some ownership of the asset with the original business unit, change the business unit on some cost rows back to the original unit.

AMT45

Executing an InterUnit transfer

4.20

Guided Activity | Transferring Assets Between Business Units (Inter-Unit)

Activity Overview

The AOS Agency, Business Unit 00050 has decided that it no longer can manage the Valparaiso Fish Hatchery. Therefore, it has found a suitable taker in that IDEM (00495) would assume all the management responsibilities of the hatchery.

Navigation
Asset Management >> Asset Transactions >> Financial Transactions >> Cost Adjust/Transfer Asset

1 Search the Business Unit *00050* and locate the laptop computers.

2 Select the Valparaiso Fish Hatchery.

3 Enter the following information:

Page Element	Value or Status
Action	InterUnit Transfer

AMT46

4 Click *GO*.

5 Enter the following information in the New Business Unit Information group box:

Page Element	Value or Status
New Unit	00050
Edit Cost Information	Remove all ChartField Values

AMT47

4.21

6 Tab out of the New Unit field and note that the asset ID defaults to NEXT, the Profile defaults in and you can look at or edit the information stored behind the Interunit Transfer Options link and/or the Transfer from/to books link.

7 Click *Save*.

8 Navigate: Asset Management >> Asset Transactions >> History> > Review Cost> > Cost History List & Detail.

9 Select the assets you have just transferred and view the results.

Viewing Asset Cost History

You can view cost history for both capitalized and non-capitalized assets. The Cost History component is comprised of four pages. Use this page to view cost history for both capitalized and non-capitalized assets:

Navigation

Asset Management >> Asset Transactions >> History >> Review Cost >> Cost History Detail
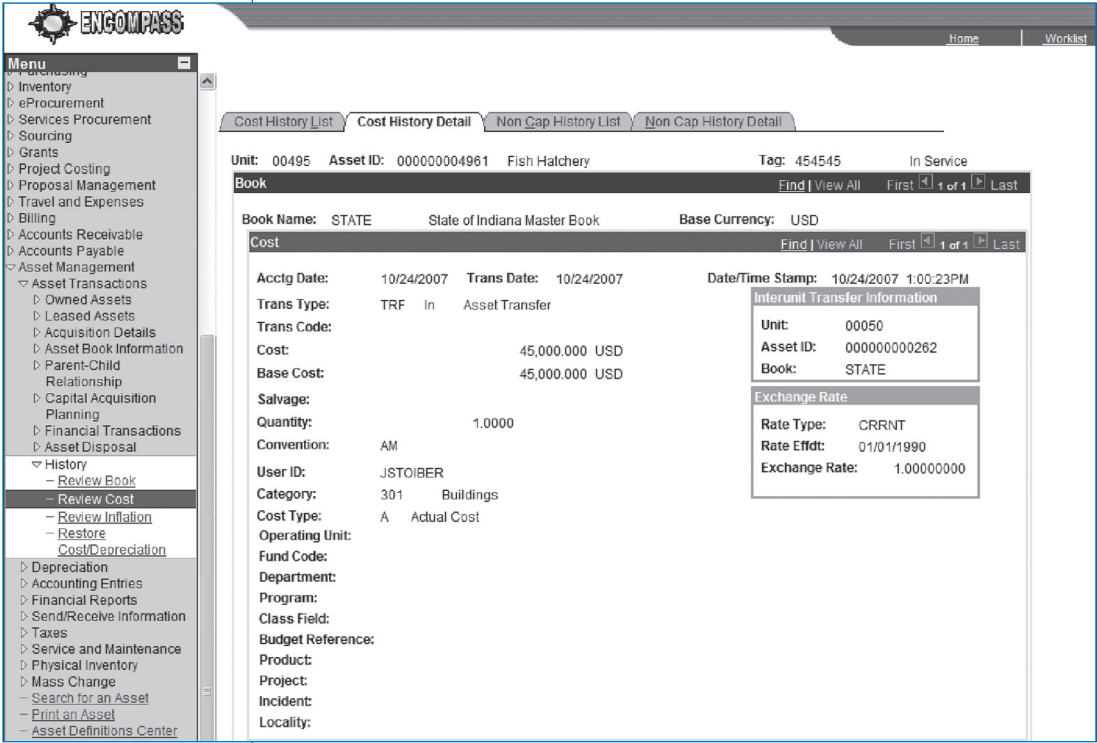
AMSC44   Cost History Detail page

4.22

4.23

4.24

The Cost History List page shows a history of an asset's transactions. The first tab displays Cost information; the second tab displays related ChartField information. To view more detail about a specific transaction, move to the next page, Cost History Detail, or select it directly from the Inquire menu.

The Cost History Detail page displays detail information about a capitalized asset's cost transactions.

The Non Cap History List page provides a history of a non-capitalized asset's transactions. The fields on this page are the same as those found on the Cost History List page.

The Non-Cap History Detail Page displays detail information about a non-capitalized asset's cost transactions. The fields on this page are the same as those found on the Cost History Detail page.

Chapter 5 | # Retiring and Reinstating Assets

Chapter Overview

Assets are retired when they are either disposed of or no longer in use. When an asset is retired, PeopleSoft Asset Management creates all of the necessary journal entries. When an asset is sold, the system calculates depreciation through the date of the sale (depending upon the depreciation convention used), as well as any gain or loss depending upon settings. In addition, journal entries corresponding to each of these events are created. Gains and losses are booked to separate accounts, allowing for flexibility in updating general ledger journals and balances.

5.1

Chapter Objectives

- Define the different types of asset retirements
- Retire assets
- Reinstate assets

State of Indiana Policy

8.4.3   Retirement of Capital Assets

The Department of Administration establishes guidelines and requirements relating to the retirement of agency assets. Generally, surplus property may be considered "retired" if disposed of in any of the following ways:

- Sent to Surplus property division

- Trade-in on another asset from an outside party; since a purchase is involved here, IDOA Procurement must be involved as well as Surplus; requisitions for the new items must include the price without trade in, the trade in value, and the price with trade in.

- Scrap when no other disposition is efficient or economical; contact the Recycling Program Manager in the Operations Division of the Department of Administration prior to disposal.

- Sell at public auction or by sealed bid; Surplus Property will determine method of sale' Net proceeds, after costs of Surplus or Motor Pool, are credited to the selling agency's account

- Sell to local unit of government by sealed bid; Surplus Property will assist. Net proceeds, after costs of Surplus or Motor Pool, are credited to the selling agency's account

- Stolen assets should be reported to the Capital Police prior to processing retirement.

All retirements, whether or not State Surplus is involved, must be recorded in the ENCOMPASS Asset Management system, including accounting for any money received.

5.2

Defining the Different Types of Asset Retirements

PeopleSoft Asset Management enables you to fully or partially retire assets in the past, present, or future.

The three basic types of asset retirements are:

- Full
- Partial
- Prior Period

You can fully retire assets or retire them partially by quantity or by cost. You can also enter retirement information for assets that were physically retired in a prior accounting period.

Type	Description
Full Retirement	When all units and all costs of an asset are retired, the asset is considered fully retired. The asset is taken off of your books after the retirement has been fully processed and accounting entries have been created. No further depreciation accrues.
Prior Period	To enter a retirement transaction for an asset that was actually retired in a prior accounting period, enter transaction and accounting dates that reflect the actual retirement and the accounting period in which you want the retirement posted

AMT48

NOTE

Prior period depreciation is any depreciation for the prior period that must be expensed to the current period. This is calculated when the transaction date is earlier than the accounting date for an asset transaction.

5.3

Full Retirement of Assets

- Remember that assets can be retired in one book and still depreciate in another.
- Prior period retirements: You need to enter the proper accounting and transaction dates that reflect the accounting period and actual retirement date on which you want it to be posted.

The information posts to the current period with the prior period dates.

Partial retirements

- By Quantity: When the asset consists of one or more components.
- By Cost: When components are set up with one or more units.
- Reinstatements can occur at any time. Once reinstated, depreciation continues based on the remaining value or life to date.

AMDPCALC must be then run to recalculate any depreciation. AOS WILL PERFORM THIS PROCESS FOR EACH AGENCY!

5.4

How to Get There
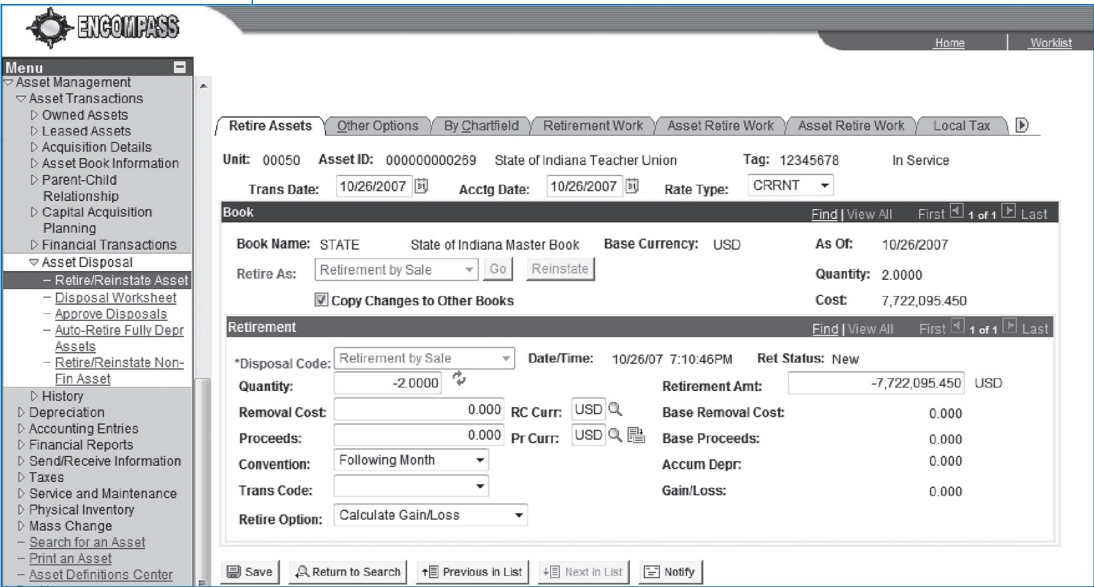
Use these pages to retire assets:

Navigation

Asset Management >> Asset Transactions >> Asset Disposal >> Retire/Reinstate Asset >> Retire Assets

Other options

Navigation

Asset Management >> Asset Transactions >> Asset Disposal >> Retire/Reinstate Asset >> Other Options

AMSC45   Retire Assets page

5.5

5.6

5.7

AMSC46

Action	Usage	Gain/Loss
Abandonment	Select when the asset has no resale value and is left behind.	Calculations are based on the asset's net book value.
Auto-Retire Fully Depr Assets	NOT USED BY ENCOMPASS	NOT USED BY ENCOMPASS
Cannibalize for Other Assets	Select when the asset has been dismantled and the parts reused within your organization.	Calculations are based on the asset's net book value.
Casualty Loss	Select when an asset is destroyed. You can't sell it and you will probably incur removal costs disposing of it.	Accumulated depreciation deducted from the retirement amount to determine gain or loss.
Disappeared Assets	Select when an asset cannot be located or you are not sure if it was abandoned or stolen.	Calculations based on the asset's net book value.
Disposal Due to Theft	Select when an asset has been stolen.	Accumulated depreciation deducted from the retirement amount to determine amount of loss.
Donated to External Group	Select when an asset is donated, typically to a nonprofit organization.	Accumulated depreciation deducted from the amount to determine gain or loss.
Like Kind Exchange	NOT USED BY ENCOMPASS	NOT USED BY ENCOMPASS
Missing Asset	Select when an asset is missing.	Calculations based on the asset's net book value.
Retirement by Sale	Select if you are selling an asset.	The proceeds from the sale less the net book value determine gain or loss.
Returned to Inventory	NOT USED BY ENCOMPASS	NOT USED BY ENCOMPASS
Scrapped Assets	Select when the asset is no longer useful and has no resale value.	Accumulated depreciation is deducted and the removal costs added to determine gain or loss.
State Surplus	Used when formal approval has been obtain via Form 13812. Asset will be disposed for Agency and all moneys will be returned less minor fees.	The proceeds less commission cost of the sale.
Traded in for Another Asset	Select when you are trading one asset for another	You must run depreciation to calculate gain/loss.

AMT49

Below are the Steps for Retiring Assets:

| Step	Action
1	For simple retirements, enter a transaction date that represents the date on which the retirement actually took place. Generally, the actual transaction takes place before you enter it in PeopleSoft Asset Management. The transaction date in combination with the prorate convention determines how much of the depreciation taken in PeopleSoft Asset Management has to be recovered.
2	Enter an accounting date, which determines when the retirement is posted to your general ledger.
3	Click the **Retire** button. This same navigation will be used for reinstatements that we will discuss later in this lesson. You must click one of these buttons before you can enter information into the other fields.
4	As Of Quantity, and Cost show the corresponding information for this asset in the selected book before you save your changes. You may use this information as a reference when you enter quantity or amount information to partially retire an asset.
5	The system automatically populates Quantity with the total number of units and Retirement Amount with the total cost for all units. Adjust either amount for a partial retirement.

AMT50

PeopleSoft Asset Management enables you to retire assets fully, partially, or by prior period.

Use these pages to select the processing options related to your asset's retirement:

Navigation
Asset Management >> Asset Transactions >> Asset Disposal >> Retire/Reinstate Asset >> Other Options
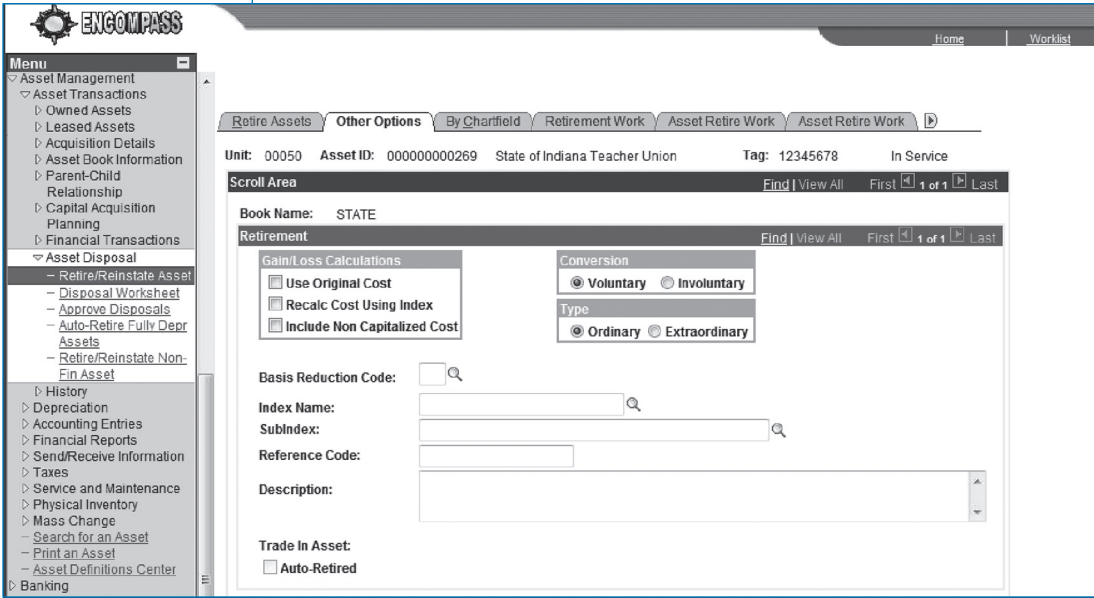
AMSC47   Other Options page

Gain/loss is calculated when the depreciation calculation process (AMDPCALC) is run. Fully depreciated assets are also called fully reserved assets.

Completing the Other Options Page

Select the appropriate Gain/Loss Calculations check box.

The following is informational only: Select Voluntary or Involuntary to indicate the reason for the retirement. Select Ordinary or Extraordinary to indicate how the gain or loss that results from the retirement should be reported. In the Reference Code field, enter information that helps you track the asset, such as retirement documentation or Asset ID.

PeopleSoft Asset Management allows computations by using the By ChartField page.
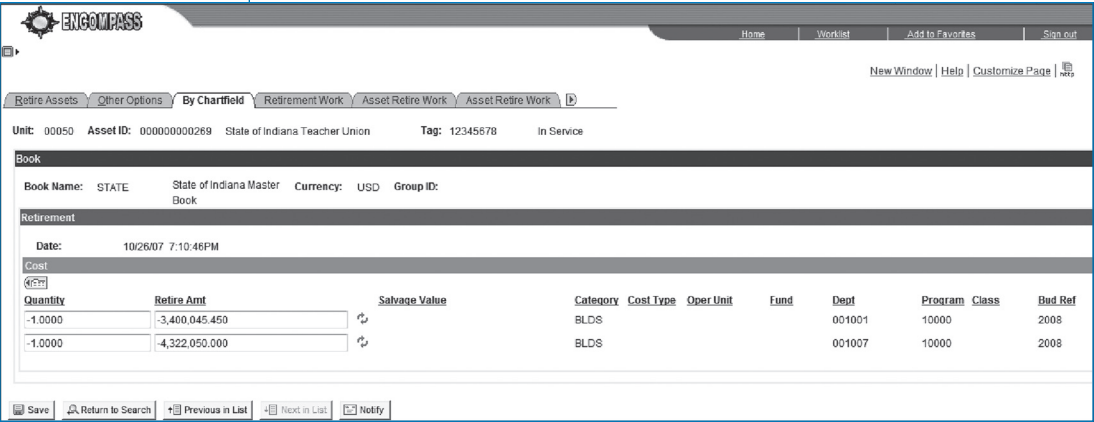
This is useful when it is desired to partially retire assets that are shared between departments.

How to Get There:

Use this page to specify the ChartFields to be used:

Navigation
Asset Management >> Asset Transactions >> Asset Disposal >> Retire/Reinstate Asset >> By Chartfield

AMSC48   By Chartfield page

Guided Activity | Retiring Assets

Activity Overview

In this activity, the student will retire the Valparaiso Fish Hatchery from business unit 00050 by scrapping it for Proceeds of 478,000 and Removal Cost of 62,000.

To retire assets:

1 Select Asset Management >> Asset Transactions >> Asset Disposal >> Retire/Reinstate Asset.

2 Search the business unit *00050* to locate the Valparaiso Fish Hatchery (Chapter 2, Exercise # 3)

3 Enter the following information:

Page Element	Value or Status
Retire As	Scrapped Assets

AMT51

4 Click the *GO* button.

5 Enter the following information:

Page Element	Value or Status
Removal Cost	62,000
Proceeds	478,000

AMT52

6 Click *Save*.

Other types of retirements include:

- Trade-Ins
- State Surplus
- Non-Financial Assets

You can choose to trade-in one asset for another. To retire the original asset, select Traded-In for another Asset as the Retire As action, and enter any trade-in allowance that you receive as proceeds in the proceeds field. These proceeds are factored into the gain/loss calculation.

Use this page to retire assets:

Navigation

AMSC49   Retire Assets page

5.10

5.11

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Use this page to enter the asset ID for the asset that you traded in to acquire the new asset:

Navigation

Asset Management >> Owned Assets >> Express Add >> Cost/Asset Information

AMSC50

Cost/Asset Information page

NOTE

When entering the cost of the new asset, be sure to enter the amount actually paid (price minus the trade-in proceeds), not the total cost of the asset. The trade-in proceeds are added to the amount entered in the Base Cost field.

5.12

Guided Activity | Retiring an Asset as a Trade-In

Activity Overview

In this activity, you will replace the 2007 Chevy Malibu by retiring the old car as a trade-in and adding a new car for 15,000.

Retiring an Asset as a Trade-In

To retire an asset as a trade-in:

1   Select Asset Management >> Financial Management >> Asset Disposal >> Retire/Reinstate Asset.

2   Search the business unit *00050* to locate the employee of the year car.

3   Select *2007 Chevy Malibu*.

4   Enter the following information:

Page Element	Value or Status
Retire As	Traded In for another Asset

AMT53

5   Click *GO*.

6   Enter the following information:

Page Element	Value or Status
Proceeds	21,000
Trans Code	Trade-In

AMT54

7   Click *Save*.

8   Note that the asset now has a status of Disposed.

9   Notify instructor that the exercise has been completed.

5.13

10 Select Asset Management >> Depreciation >> Processing >> Calculate.

11 Run the Depreciation Calculation process (AMDPCALC) to calculate both the realized gain and the recognized gain for the retired asset. GMIS will always run the AMDPCALC process. Please inform instructor when you have reached this step.

12 Enter the following information:

Page Element	Value or Status
Process Frequency	Always
Unit	00050
From Asset ID	ID for the employee of the year car
To Asset ID	ID for the employee of the year car

AMT55

13 Click *Run.*

14 Click *OK.*

15 Run to a status of success.

16 View the result of this calculation in the Gain/Loss field on the Retire Assets page.

17 Any realized loss is not recognized.

18 Add a new asset by selecting Asset Management >> Owned Asset >> Express Add and enter the following information:

Page Element	Value or Status
Business Unit	00050
Asset ID	NEXT (default)
Profile ID	50501
Description	2008 Chevy Malibu
Location	022ISC1 – Indiana Supreme Court
Trans Date	Current Date
Acctg Date	Current Date
Quantity	1
Cost	15,000

AMT56

19 Click *Default Profile.*

20 Enter the following information in Asset Additional Information:

Page Element	Value or Status
Acquisition Code	Trade-In

AMT57

21 Click the Refresh icon.

22 Enter the following information in Asset Additional Information:

Page Element	Value or Status
Asset ID	Asset ID of the retired employee of the year car

AMT58

23 Check the Cost field to see that the proceeds (amount paid for the new asset) have been added to the new cost and the total now appears in the Cost field.

24 Click *Save.*

5.14

5.15

ENTAP Training

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ENTAP Training

Guided Activity | Retiring an Asset to State Surplus

Activity Overview

In this activity, the student will retire the Valparaiso Fish Hatchery to State Surplus.

Retiring an Asset as a Trade-In

To retire an asset as a trade-in:

1 Select Asset Management >> Financial Management >> Asset Disposal >> Retire/Reinstate Asset.

2 Search the business unit *00050* to locate the employee of the year car.

3 Select Valparaiso Fish Hatchery.

4 Enter the following information:

Page Element	Value or Status
Retire As	State Surplus

AMT59

5 Click *GO*.

6 Save *Click*.

7 Note that the asset now has a status of Disposed

Reinstating Assets

On occasion, you might need to reinstate an asset that had been retired.

The same process is used to retire financial assets, including parent/child assets, and non-financial assets.

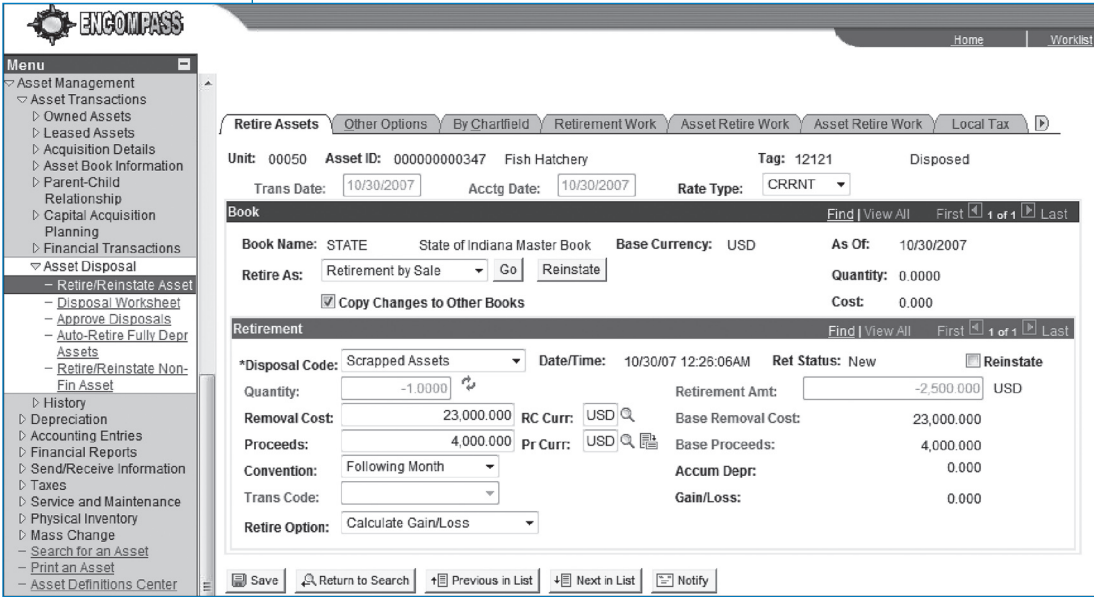All journal entries created by the retirement are reversed.

To ensure that asset information posts correctly, you must generate a depreciation request whenever you reinstate an asset.

Reinstatement of non-financial assets only involves changing the asset status to In Service and, in the case of operating leases, restarting any future lease payments.

Use this page to retire assets:

Navigation

Asset Management >> Asset Transactions >> Asset Disposal >> Retire/Reinstate Asset >> Retire Assets

AMSC51

Retire Assets page

Reinstate financial assets from the Retire Assets page by clicking the Reinstate button to make the asset active again.

PeopleSoft Asset Management performs the reinstatement automatically. The Proceeds, Removal Costs, Reserve, and Gain/Loss fields are reset to zero, and the amount in Retire Amt is added back to your balance sheet (financial assets only).

All journal entries created by the retirement are reversed. To ensure that asset information posts correctly, a depreciation request is generated when you reinstate assets. The transaction date is automatically set to the retirement date. If you accidentally retired an asset in the wrong period, you have to deduct depreciation from the time the asset was actually retired. Any depreciation to which you were entitled during the accounting periods this asset was retired in is calculated and posted to your current accounting period as prior depreciation.

Once you reinstate an asset, all fields on the page become unavailable for data entry. If you want to retire this asset subsequently, you must reenter the page.

5.18

Guided Activity | Reinstating Assets

In this activity, you will review the activity overview and reinstate an asset.

Activity Overview

In this activity, the student will reinstate the Fish Hatchery that was retired earlier in this chapter.

Reinstating an Asset

To reinstate an asset:

1 Select Asset Management >> Asset Transactions >> Asset Disposal >> Retire/Reinstate Asset.

2 Search the business unit *00050* to locate the Fish Hatchery.

3 Click *Reinstate*.

4 Click *Save*.

5 Note that the asset's status has changed to *In Service*.

5.19

Chapter 6 | Maintaining Parent-Child Assets

Chapter Overview

Some assets need to stand alone while others are grouped for ease of processing and reporting. Parent - child assets are assets that are grouped together. For example, a computer is really a number of different assets – a monitor, a CPU, a keyboard, a printer – tracked as one asset. In PeopleSoft Asset Management you can add this type of asset in several different ways, depending on your business operations.

Chapter Objectives
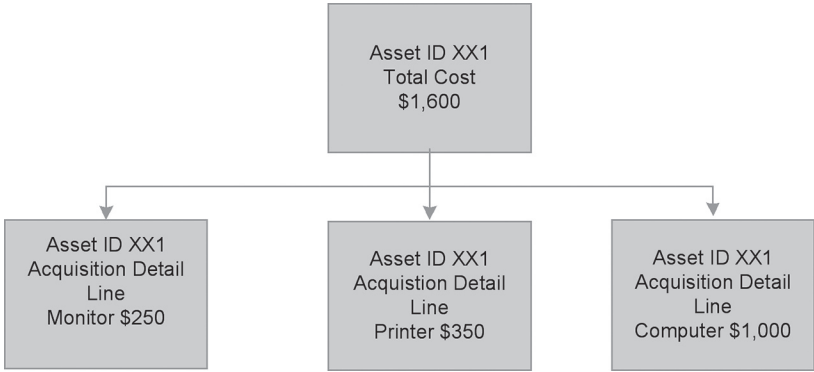
By the end of this lesson, you will be able to:

- Define parent and child asset relationships
- Add parent-child component assets
- Add a parent asset as a reporting umbrella
- Retire parent-child assets

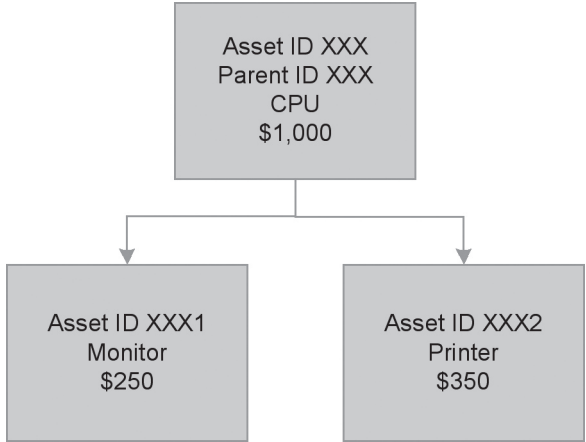**6.1**

Defining Parent-Child Relationships

PeopleSoft Asset Management provides three different methods for grouping assets to create parent-child asset relationships:

- Add components as a single asset with acquisition detail lines
- Designate one component as the parent asset
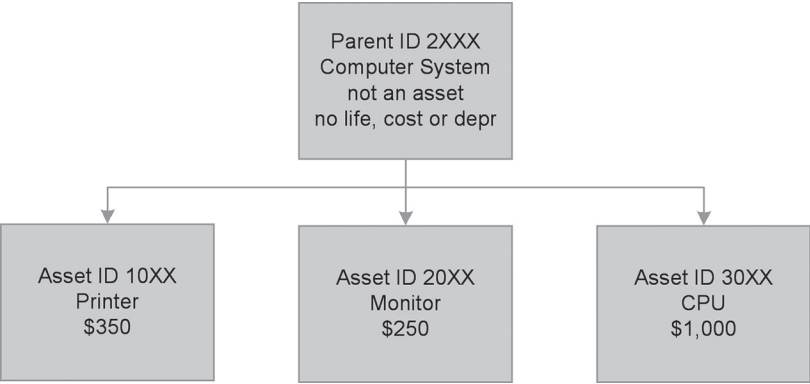- Create a reporting umbrella

```
                    Asset ID XX1
                    Total Cost
                     $1,600
```

| Asset ID XX1 Acquisition Detail Line Monitor $250 | Asset ID XX1 Acquistion Detail Line Printer $350 | Asset ID XX1 Acquisition Detail Line Computer $1,000 |

AMD12   Component assets treated as single asset

You can add the computer as a single asset with separate acquisition lines. This will capitalize the asset with one cost, depreciate it as a single unit, and physically track it as one item.

```
              Asset ID XXX
              Parent ID XXX
                 CPU
                $1,000
```

| Asset ID XXX1 Monitor $250 | Asset ID XXX2 Printer $350 |

AMD13   CPU component treated as parent asset.

You can designate one of the asset's components as the parent (also known as a component asset) when you enter it into the system. You give it an Asset ID (which becomes the Parent ID), and use the Parent ID to link together the other components you designate as child assets. Each component has its own cost basis, depreciation, and physical tracking information.

```
           Parent ID 2XXX
           Computer System
             not an asset
           no life, cost or depr
```

| Asset ID 10XX Printer $350 | Asset ID 20XX Monitor $250 | Asset ID 30XX CPU $1,000 |

AMD14   Non-asset umbrella treated as parent.

Create a parent that exists as only a Parent ID and link together the various component child assets. Asset Management calls this a parent only asset. Each component asset has its own cost basis, depreciation, and physical tracking information; however, the Parent has no cost or depreciation associated with it directly; it exists in name only.

6.2

6.3

Adding Parent-Child Component Assets

You can add parent and child assets through Basic Add or Express Add.

Before you designate a child asset of a parent, you must first have designated the parent asset.

Use the Parent/Child drop down box to designate an asset as Parent, Child, or None. The drop down list is located in the Asset Additional Information group box on the Cost/Asset Information page in the Express Add component, and near the bottom of the Asset Information page in the Basic Add component.

How to Get There

Use this page to designate an asset as a parent or child asset using Express Add:

Navigation

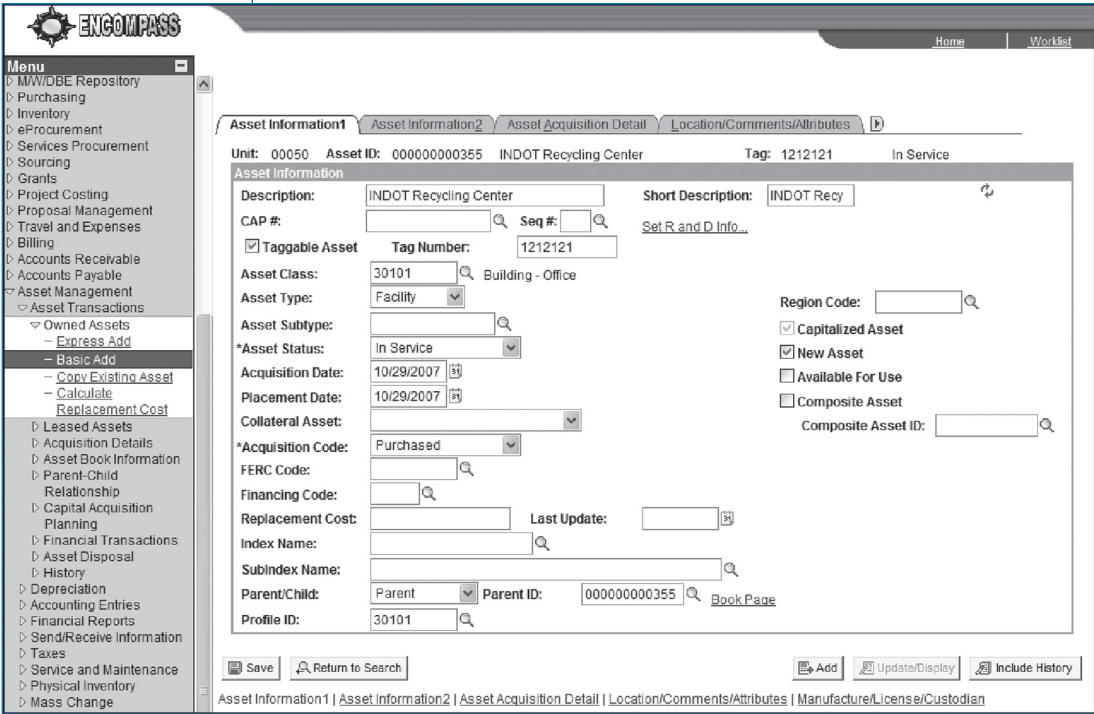Asset Management >> Asset Transactions >> Owned Assets >> Express Add
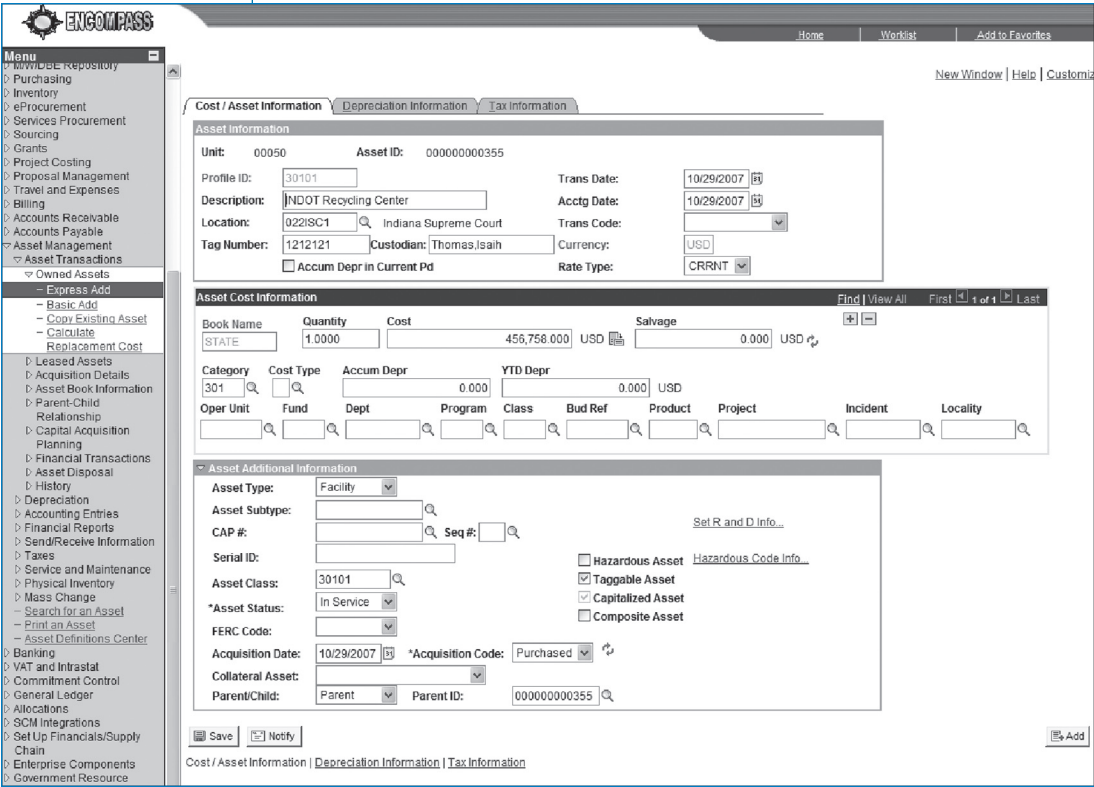
AMSC52   Express Add page

How to Get There

Use this page to designate an asset as a parent or child asset:

Navigation

Asset Management >> Asset Transactions >> Owned Assets >> Basic Add

AMSC53   Basic Add page

When you are working with parent and child component assets, all of the child assets will have their own cost basis and depreciation attributes independent of the parent asset. As the child's asset life may be different from that of the parent asset, you can specify that a new child asset of a parent component asset inherit the remaining life of the parent asset.

For example, a car is being depreciated using a five-year life. After two years, a satellite radio is added as a child asset to the car (parent asset). You can have the satellite radio depreciate over the remaining depreciable life of the car, three years. The child asset then takes on the remaining life of the parent component asset. You can also override the child's asset life with a different life, if necessary.

6.4

6.5

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Adding Parent-child Continued

Before you can use the Child Inherits Life feature, you will need to make sure that you have selected the Child Inherits Parent's Life option at two levels:

To add a parent component asset:

Select Parent from the Parent/Child drop down list.

To add a child component asset:

Select Child from the Parent/Child drop down list. Selecting Child will cause the Parent ID field to display. Select the appropriate parent for the child asset you are adding.

- On the Asset Management page of the Installation Options component, and
- On the Business Unit/Book Definition page of the Asset Management Business Unit Definition component.

To use the Child Inherits Parent's Life feature:

Add the child asset using the Cost/Asset Information page of the Asset ExpressAdd Component. Enter the cost.

Select the Profile ID. Click the Default Profile button to capitalize the asset and create all of the corresponding asset books.

Click Yes to the prompt "Do you want the system to recalculate the Book's Asset Life based on the Parent's Remaining Life?" PeopleSoft Asset Management will recalculate the Book's Asset Life based on the remaining life of the Parent asset.

Move to the Depreciation page and click the Default Parent's Life.

The Default Parent's Depr Attributes page displays. The Parent Depreciation Attributes section of the page shows the asset life information for the parent asset. The Child Depreciation Attributes section shows the asset life information for the child asset that PeopleSoft Asset Management calculates from the remaining life of the parent asset. Examine the calculated remaining life information. Either accept this remaining life for the child asset or change it by entering a New Life.

6.6

Adding a Parent Asset as a Reporting Umbrella

Use the Asset Parent page to add a Parent ID that will be used only as a reporting umbrella for child assets.
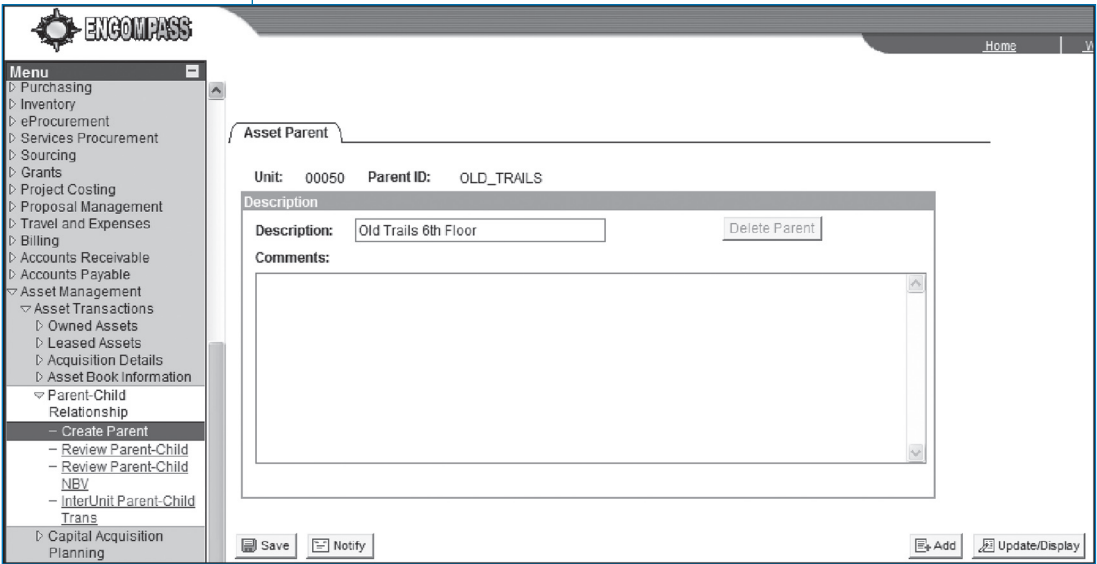
For a parent asset that has already been created, use the Asset Parent page to add comments about it, delete it, or to hyperlink to a list of all its child assets.

How to Get There

Use this page to add a reporting umbrella asset:

Navigation
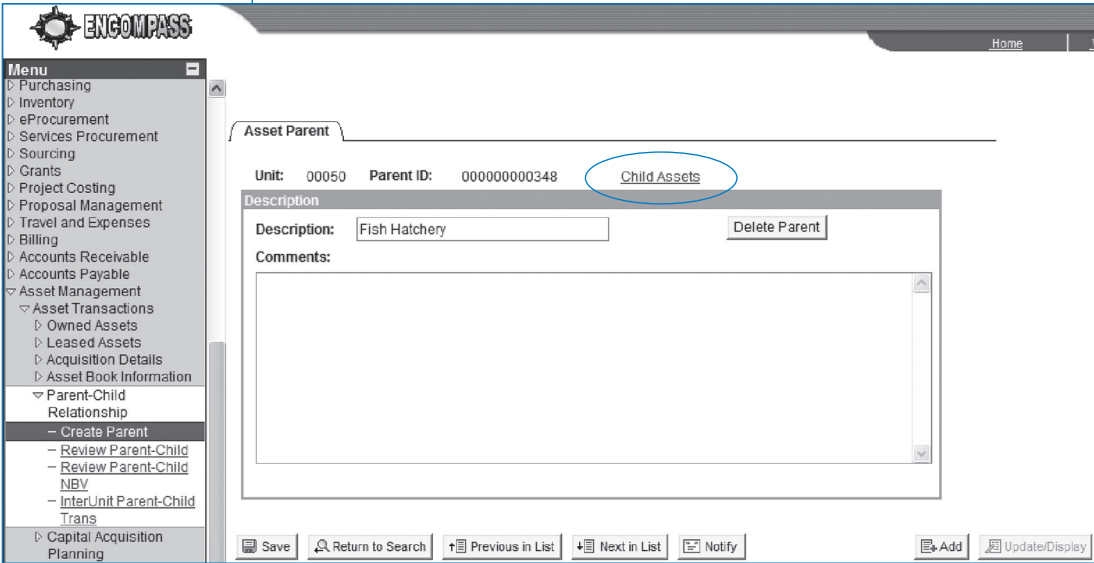
AMSC54　Asset Parent page

The Parent ID is not system generated. Enter a Parent ID that describes the assets this umbrella will cover. This asset will be used only as an umbrella asset, therefore it will not be possible to add cost or depreciation attributes.

6.7

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How to Get There

Use this page to view the child assets that are associated with a particular parent asset:

Navigation

AMSC55

AMSC55b   Child Assets All page

Adding an Umbrella Parent Continued

Parent Assets created on the Asset Parent page cannot have associated physical characteristics or costs. Therefore, you will not be able to view them through the Parent Child Basic Information component. Also, you will not be able to view or transact against them in the Asset Cost Adjust/Transfers component or the Asset Retirements component. You can view them on the Inquire – Parent and Child Assets page.

Enter a *Description* and any comments about the child assets you will group under it.

Click Child Assets to open a page where you can view all child assets related to this parent.

Scroll through the child assets to review basic information about them, including Tag Number, Description, Child Asset ID, and Asset Status. You cannot add or update information here.

Click Return Child Assets All page to return to the Parent Assets page.

6.8

6.9

Guided Activity | Adding Parent and Child Assets

In this activity, you will review the activity overview and add parent and child assets.

Activity Overview

The AOS Agency (00050) is the recipient of new Rest Area Building in Evansville, Indiana, which has been donated by the local Lions club. In addition to the Rest Area Building, there were two additional smaller buildings donated. One building is for Vending Machines and the other for the Recycling Center. AOS would like to treat the Rest Area Building as the parent asset and the remaining buildings as the children.

Use the Rest Area Building Profile ID (30107) for each of the new assets and assign each asset to Location DOR15EVN (DO Evansville) for the 00050 business unit. Michael Jordan is the custodian for these assets. Use the information in the following table to add the parent asset and child assets:

Page Element	Value or Status	Value or Status	Value or Status
Description	Rest Area Building - Evansville	Rest Area Building- Vending	Rest Area Building - Recycle Center
Quantity	1	2	1
Cost	250,000.00	7,500.00	1,400.00
Transaction Date	Current Date minus two months	Current Date	Current Date
Accounting Date	Current Date minus one month	Current Date	Current Date

AMT60

Adding Parent and Child Assets

To add parent and child assets:

1 Select Asset Management >> Asset Transactions >> Owned Assets >> Express Add.

2 Add a new value for the Business Unit and Asset Identification *NEXT*.

3 Click *Add*.

6.10

4 Enter the following information:

Page Element	Value or Status
Profile ID	30107 – Rest Area Building
Description	Rest Area Building – Evansville
Location	DO15EVN – DO Evansville
Transaction Date	Current Date minus two months
Accounting Date	Current Date minus one months
Quantity	1
Cost	250,000.00
Custodian	Jordan,Michael

AMT61

5 Designate the Inventory Computer as a parent asset by selecting Parent from the Parent/Child drop down list located in the Asset Additional Information group box.

6 Click the Default Profile button.

7 Click *Save*. Note the Asset / Parent ID: _____

8 Click *Add*.

9 Add a new value for the Business Unit *00050* and Asset Identification *NEXT*.

10 Click Add.

11 Enter the following information:

Page Element	Value or Status
Profile ID	30107 – Rest Area Building
Description	Rest Area Building – Vending
Location	DO15EVN – DO Evansville
Transaction Date	Current Date
Accounting Date	Current Date
Quantity	2
Cost	7,500.00
Custodian	Jordan,Michael

AMT62

6.11

12 Designate the Rest Area Building Vending as a child asset by selecting Child from the Parent/Child drop down list located in the Asset Additional Information group box.

13 Designate the Rest Area Building - Evansville as the parent by selecting the Parent ID designated in step 7.

14 Answer *Yes* when asked whether or not you want the system to recalculate the Book's asset life based on the parent's remaining life.

15 Click *OK* to change the STATE book's asset life to the remaining life of the parent asset.

16 Click the *Default Profile* button.

17 Click *Save*.

18 Click *Add*.

19 Add a new value for the Business Unit *00050* and Asset Identification *NEXT*.

20 Click *Add*.

21 Enter the following information:

Page Element	Value or Status
Profile ID	30107 – Rest Area Building
Description	Rest Area Building Recycle Center
Location	DO15EVN – DO Evansville
Transaction Date	Current Date
Accounting Date	Current Date
Quantity	1
Cost	1,400.00
Custodian	Jordan,Michael

AMT63

22 Designate the Rest Area Building Vending as a child asset by selecting *Child* from the Parent/Child drop down list located in the Asset Additional Information group box.

23 Designate the Rest Area Building - Evansville as the parent by selecting the Parent ID designated in step 7.

24 Click the *Default Profile* button.

25 Click *Save*.

6.12

6.13

Retiring Parent-Child Assets

Parent-child assets can be retired several ways:

- Retire the parent and all related child assets
- Retire the parent and some related child assets
- Retire just the child assets
- Retire just some of the child assets

When the asset selected on the Retire Assets page is a parent component, the Child Assets page will be available. Use the Child Assets page to select the child assets to include in the retirement you have initiated for the parent.

How to Get There

Use this page to select the child assets for retirement:

6.14

AMSC56   Retire Assets page

AMSC57   Child Assets page

Use the Child Asset Retirement Overrides page to specify retirement overrides for a specific child asset.

Click on [Select All] to include all child assets with the parent in the transaction you have initiated.

To include only some child assets, select the *Select* check box on the specific rows.

Click the *Child Details* link to access the Child Asset Retirement Overrides page where you can specify overrides for a specific child asset for the transaction.

Click the *Advanced Transaction Details* link to access the Advanced Transaction Details page where you specify overrides that will be applied to all child assets at once.

Click the *Asset Information* link to access another copy of the Retire Assets page. The page will open populated with the child asset.

Include Parent Asset is selected by default. Clearing it enables you to transact at once against all or selected child assets while leaving the parent asset out of the transaction. The transaction details must be specified on the parent.

6.15

Guided Activity | Retiring Parent-Child Assets

Activity Overview

In this activity, you retire (by sale) the Rest Area Building - Evansville and both the Vending and Recycling building which are the children. Each of these assets is in the 00050 business unit.

Retiring Parent-Child Assets:

To retire a parent-child asset:

1 Select Asset Management >> Asset Transactions >> Asset Disposal >> Retire/Reinstate Asset.

2 Search the Business Unit *00050* and select the Rest Area Building - Evansville.

3 Enter the following information as selection criteria to run the process:

Page Element	Value or Status
Action	Retirement by Sale
Proceeds	375,000.00

AMT64

4 Click *GO*.

5 Access the Child Assets page.

6 Select the [Select All] button to choose both the Vending and Recycle "child" building.

7 Click *Save*.

8 Click Yes to the message asking if you want to leave the child assets unaffected.

6.16